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ABSTRACT

This document contains multiple-choice test items and assessment techniques in the form of instructional management plans for Missouri's cooperative industrial-vocational education core curriculum. The test items and techniques are relevant to these 15 occupational duties: (1) career research and planning; (2) computer awareness; (3) employment orientation; (4) human relations; (5) income management; (6) insurance; (7) job application and interview; (8) leadership development; (9) legal responsibilities; (10) private enterprise economics; (11) occupational communications; (12) occupational mathematics; (13) occupational safety; (14) social security; and (15) tax responsibilities. The core curriculum duty and task addressed by each test item and technique is identified. Correct answers to the test items are marked with an asterisk. In the second section of the document, several application experiences (learning activities) are provided for each task. Each application experience occupies a separate page that includes space for rating the student's performance of the experience as acceptable, marginal, or unacceptable. (CML)

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COOPERATIVE INDUSTRIAL/VOCATIONAL EDUCATION TEST ITEMS AND ASSESSMENT TECHNIQUES

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June, 1989

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COOPERATIVE INDUSTRIAL/VOCATIONAL EDUCATION CORE CURRICULUM

Test Items

June, 1989

Test items included in this test bank are keyed to the core curriculum by duty bank and competency number.

DUTY: CAREER RESEARCH AND PLANNING

A001: Name the steps in the career decision-making process.

When starting the career decision-making process, a person should begin with:

A. identification of choices.
B. planning to reach the goal.
C. analysis of resources.
*D. definition of need/want.

After a person has identified the career choices, the next step in the career decision-making process is to:

A. evaluate the choices.
B. make a decision.
*C. gather information on each of the choices.
D. plan how the goal will be reached.

Which of the following sequences is correct in the career decision-making process?

A. Identify choices, analyze resources, make your decision
B. Gather information on each choice, evaluate choices
*C. Define need or want, identify choices, evaluate choices
D. Analyze resources, define need or want, identify choices

A002: List the main sources of career information.

In which of the following sources can you expect to find good information regarding careers?

A. Directories
B. Libraries
C. Magazines
*D. All of the above

One of the most useful sources of career information giving detailed information on over 200 occupations is the:

A. Guide for Occupational Exploration
*B. Occupational Outlook Handbook
C. Reader's Guide to Periodical Literature

The best way to learn about a career, next to working in it, is a career consultation.

True* False

A003: Complete a personal career profile.

A(n) __________ __________ __________ helps you to compare yourself to your career choices.

A. Interest inventory checklist
*B. Personal career profile
C. Personal summary chart
D. Career interest analysis

The personal career profile helps one to match interests in school with desired income in order to help one choose a career.

True False*

Personal career profiles analyze which of the following areas?

A. Values, personality, income desired
B. Personality, skills, attitudes
C. Personality, aptitudes, income desired
*D. Values, interests, education/training

A004: State why making a career decision has a positive influence.

Making a career decision is important because it is helpful in planning your future purchases.

True False*

A sense of direction is an important outcome of career decision making.

True* False

It is unnecessary to make a career decision because the average American changes careers five times.

True False*

A005: Name ways in which a person may acquire the education and training necessary to his or her chosen career.

A method to acquire training for a trade career by learning from a skilled tradesman is called on-the-job training.

True False*

A person who chooses to enter a profession will need to research choices of colleges and universities.

True* False

Which of the following training programs would be inappropriate for a high technology career choice?

A. Military service training
B. University training
*C. On-the-job training
D. All of the above.

A006: Write a career goal.

Career goals must be general so that a person does not overlook any promising opportunities.

True False*

A career goal should be specific so that one can progress faster toward their ultimate goal.

True* False

Traditional choices are generally a more realistic way of approaching career goals.

True False*

A007: Name the factors that determine whether or not an employee is given a pay raise.

You may be doing outstanding work on the job and not receive a pay raise due to a union pay scale.

True* False

If a person wishes to receive a pay raise it is important that they meet the expectations of the employer.

True* False

In which of the following situations will an employee not be able to expect a raise based only on performance?

A. A minimum wage position
B. A large company
*C. A union job
D. None of the above are correct.

A008: Name the factors that employers will consider when deciding which employees will be promoted.

Which of the following factors are not utilized in making a promotion decision?

A. Seniority, quality of work
*B. Personal acquaintances
C. Appearance, education
D. Cooperation

Appearance is important in the promotion process because those who dress neatly are expected to be successful.

True* False

Seniority is unimportant in the promotion decision because it is not used as a criterion for judging steady, dependable workers.

True False*

A009: Name the considerations in deciding whether or not to change companies.

An employee should not change jobs just because another firm has offered him/her a new job.

True* False

Which of the following is the most rational reason to change jobs?

A. You don't like a new co-worker.
B. Store hours have changed and you have to work on Saturdays.
*C. There are no openings for promotions in your present company.
D. All of the above.

Which of the following is the most important consideration in changing jobs?

A. How new the company is
B. Rate of pay
*C. Chances for further promotions
D. Location of the company

A010: Cite the courtesies that should be observed when quitting a job.

It is usually wise not to give advance notice that you are changing jobs because you may be terminated.

True False*

Which of the following courtesies is not appropriate when you quit a job?

A. Give at least two weeks notice.
B. Give a written letter of resignation.
*C. Notify your customers.
D. Notify your immediate supervisors.

A written letter of resignation is only necessary when notifying the personnel office.

True False*

DUTY: COMPUTER AWARENESS

B001: List the ways in which computers are affecting everyday living.

Which of the following is not a way that computers affect everyday living?

A. UPC
B. CAT
C. ATM
*D. CTM
E. none of the above

Computers have made a tremendous change in the way retail operations ring up sales transactions through use of scanners and UPCs.

True* False

Which of the following trends has not been affected by the computer?

*A. Lower birth rates
B. In-home businesses/workers
C. Home shopping
D. Dating services
E. none of the above

B002: List the types of application software for microcomputers.

Microprocessors have word processing software available that will:

A. check spelling, duplicate paragraphs, manipulate data.
*B. duplicate paragraphs, move sentences, check spelling.
C. compose letters, manipulate data, create graphics.
D. all of the above.

Word processing and game playing are the most popular software applications.

True* False

Which of the following software is not considered "application" software?

- *A. Disk Operating Systems
- B. Word processing
- C. Mail merge
- D. Spread sheet
- E. Data base management

DUTY: EMPLOYMENT ORIENTATION

C001: Name the major parts of a person's lifestyle.

Which of the following is not a major category of a person's lifestyle?

- A. Leisure activities
- B. Career
- C. Family
- *D. Government

Each category of a person's lifestyle is assumed to be of equal importance.

True False*

What is the central activity around which most people plan their daily lives?

- A. Spiritual well-being
- B. Family responsibility
- *C. Work
- D. Leisure time

C002: Cite the ways in which the work a person does will have an impact on his/her lifestyle.

Every major element of your lifestyle is affected by your choice of career.

True* False

Which of the following elements will people be able to estimate, based on their choice of career?

- A. Leisure time and marital status
- *B. Income and leisure time
- C. Where you live and marital status
- D. All of the above

Elinor is a first year lawyer in an important law firm. Which of the following statements do you believe is the most true about her lifestyle?

A. She lives in an apartment.
*B. She makes at least $35,000 a year.
C. She takes vacations 3-5 times a year.
D. She drives a Yugo.

C003: List the steps in the decision-making process.

Which of the following is not a step in the decision-making process?

A. Make your decision
B. Analyze your resources
*C. Anticipate changes
D. Gather information on each choice
E. Evaluate the choices

If you are planning to move to a new city, getting material from the chamber of commerce would be an important step in analyzing your resources.

True False*

When analyzing your resources for choosing a career, it is helpful to consult a banker for advisement.

True False*

DUTY: HUMAN RELATIONS

D001: State how daydreaming can help a person in making a career choice.

Which of the following daydreams is a realistic clue about a lifestyle goal?

A. A clumsy person imagining themself as a brain surgeon.
B. Dreaming of traveling to new places and meeting new people.
C. Imagining yourself as being Lee Iaccoca.
D. A and C above
*E. B and C above

Daydreams can act as clues to the type of lifestyle that would best suit you.

True* False

Lisa lives on a farm and dreams of raising horses and becoming a nationally known horsebreeder. This is a daydream that can help her determine her future lifestyle goals.

True* False

D002: Name the things that many people value.

Which of the following sets of values would best match the career interest of a teacher?

A. Money, religion
B. Fame, money
*C. Social contact, humanitarianism
D. Power, aesthetics

Which of the following values would best match the career interest of a salesperson?

A. Humanitarianism
*B. Money
C. Family
D. Health

Paula values freedom and creativity. These values would be helpful in her career as an accountant.

True False*

D003: State the reason why having many interests is helpful in making a career decision.

People who get involved in many activities have a better chance of being successful in their chosen career.

True False*

The more activities a person gets involved in, the greater opportunity they have of choosing a career that will satisfy them.

True* False

Choose the best reason for becoming involved in school and civic activities.

A. It looks good on your resume.
B. It will impress your friends.
*C. It helps you define your career interests.
D. None of the above

D004: State the difference between aptitude and ability.

If you have the aptitude for a career as a professional athlete, it means your skills have been highly developed and trained.

True False*

Which of the following situations is/are example(s) of aptitudes?

A. Genevieve's flair for decorating cakes
B. Chuck's high scores on the math section of the SAT
C. Alice's enthusiasm for studying French
*D. All of the above

It takes years of training and hard work for people to develop an aptitude.

True False*

D005: Cite the reason why personality tests may be helpful in making a career choice.

Personality tests can tell which careers would be more or less suitable for an individual.

True* False

Which of the following careers would be least suitable for a person who liked working with facts?

A. Accountant
B. Police officer
C. Carpenter
*D. Artist

Which of the following of Holland's personality types would be most suited to a career as a truck driver?

A. Social
B. Artistic
C. Conventional
*D. Realistic

D006: Name the most important factor in job success.

Which of the following is perhaps the most important factor in your job success?

*A. Attitude
B. Appearance
C. Aptitude
D. Ability

The main reason that young workers lose their jobs is due to a lack of competence.

True False*

Which of the following characteristics does not describe a successful attitude?

A. Rarely complains
*B. Opinionated and critical
C. Flexible and adaptable
D. Considerate

D007: List the qualities an employer will expect of an employee.

Which of the following is an unrealistic expectation of an employer?

A. Initiative during slow periods
B. Dependability on the job
*C. Availability on demand
D. Ability to accept criticism

Accepting criticism on the job is done by listening politely and thanking the person for trying to help you.

True* False

"Don't bite the hand that feeds you" means that you should be willing to be enthusiastic on the job.

True False*

D008: List the things that an employee can expect from an employer.

Which of the following is an unrealistic expectation of an employee?

A. Training on the job
*B. Guaranteed raises
C. Fair evaluations of work
D. Safe working conditions

It is beneficial to discuss your work evaluation with your employer in private so that you can avoid any possible embarrassment.

True* False

Although this is not always observed, it is a reasonable expectation of a new employee.

A. Introductions to other employees
B. Vacation time off after 1 month
C. Safe working conditions
D. All of the above
*E. A and C above

D009: Name the things a person needs to do to get along with co-workers.

Which of the following is a positive situation for a new employee in dealing with co-workers?

A. Try to settle a dispute between 2 co-workers.
*B. Ask your co-workers questions and observe them for proper way of doing your job.
C. Be informal with your co-workers so they will feel comfortable faster.
D. Make one or two good friends early so that you can learn more.

When confronted with one employee who complains about another, the best thing to do is:

A. side with the person you feel is right.
*B. remain neutral in this situation.
C. discuss this with your boss.
D. All of the above are correct.

If you feel that your employer is unfair in some situation, it is best to give a two week notice and find another job.

True False*

D010: List the personal qualities that are important to success in the world of work.

If you have the quality of ______________ you are able to look ahead and become prepared.

A. progressiveness
B. initiative
*C. foresight
D. punctuality

Tact is the ability to diplomatically say things so as not to offend other people.

True* False

Which of the following sets of qualities is not important to success in the world of work?

A. Honesty, common sense
B. Neatness, punctuality
C. Loyalty, self-control
*D. Generosity, strength

D011: List the steps a person can take to be more effective at influencing people.

Robert is making a sales presentation to a very important client. Which of the following steps can he take to be more persuasive?

A. Showing empathy
B. Speaking loudly
C. Observe the customer's body language
D. Arguing his point
E. All of the above
F. A and B above
*G. A and C above

You can learn a great deal about another person by watching their eyes and their hands.

True* False

Dale Carnegie states that the most effective way to influence people is to let them influence you first.

True False*

D012: Name the ways body language can reveal what a person is feeling.

Which of the following actions means that a person does not approve of something?

A. Wide open eyes
B. Slumped shoulders
C. Fidgeting in their chair
*D. Tightly closed lips

A person who has just been fired from his/her job will probably have:

A. their arms swinging freely.
*B. their head down.
C. their head up.
D. enlarged pupils.

The non-physical expression of feelings that we can observe and read is called body language.

True False*

DUTY: INCOME MANAGEMENT

E001: Name the factors that influence buying.

Peer pressure, more than any other factor, will influence your buying decision.

True False*

The advertising technique which links Pepsi products for famous individuals like Michael Jackson is:

A. snob appeal.
*B. association.
C. group appeal.
D. peer pressure.

Which of the following does not affect buying decisions?

A. Leisure time activities
B. Climate
C. Income
*D. All of the above affect decisions.
E. Only B and C affect decisions.

E002: State how supply and demand affects prices.

When gasoline is in short supply and demand is high, prices will rise.

True* False

A drastic decrease in the demand of "pet rocks" will also create a decrease in price.

True* False

If there are ten limited edition antique cars in existence, the demand will decrease and the price will also decrease.

True False*

E003: Name the steps in making long-range buying plans.

In the first step of making long-range buying plans one should determine what purchases are needed in the upcoming year.

True False*

An inventory of the items you own and their condition is necessary to determine how often they will need to be replaced.

True* False

Which of the following activities is necessary in making long-range buying plans?

A. Make a list of purchases for the upcoming year.
B. Make a comparison of items your friends possess.
C. Make an inventory of your possessions.
*D. A and C above are necessary.
E. All of the above are necessary.

E004: Cite what a wise consumer should know about shopping.

It is most important to purchase products of high quality when you will use the product for a long time.

True* False

Products that are higher priced are better than lower priced items.

True False*

When checking the quality of a pair of dress shoes, which of the following is true?

A. Plastic usually wears longer than leather.
B. Canvas usually wears longer than plastic.
*C. Leather usually wears longer than plastic.
D. None of the above are true.

E005: Describe ways to avoid consumer fraud.

It is important to watch the attendant while your car is being serviced so you can avoid fraud.

True* False

Which of the following is not a method of protecting yourself from consumer fraud?

A. Use a reliable business.
B. Stay until the work is completed.
*C. Only shop at advertised businesses.
D. Be a regular customer.

Consumer fraud may happen more frequently when people are away from home and need service.

True* False

E006: Demonstrate an understanding of consumer rights by giving examples of protection under FDA, FTC, and Consumer Product Safety laws.

The FTC inspects products to be sure they are not spoiled or falsely labeled.

True False*

The agency which determines safety standards for products and makes sure they meet the standards is the:

A. Food and Drug Administration.
*B. Consumer Product Safety Commission.
C. Federal Trade Commission.
D. Federal Standards Commission.

The Food and Drug Administration can take action against companies who label their products with false claims.

True* False

E007: Make and keep a simple budget.

The first step in making a budget is to calculate your monthly bills.

True False*

Which of the following is not important in planning a budget?

A. Estimate your monthly expenses
B. List your goals
C. Calculate semi-annual and annual expenses
D. A and B above
*E. All of the above

It is a good idea to pay bills and review your budget at a regular time.

True* False

E008: Name the reasons for reviewing one's spending periodically.

Which of the following changes will cause your spending to change?

A. Marriage
B. Cost of living increase
C. Inflation
*D. All of the above
E. B and C above

During ___________, as prices go up, the dollar buys less.

A. recession
B. depression
*C. inflation
D. tax increase

Changes in financial responsibility and in the economy can increase your income and alter your budget.

True* False

E009: Cite sources of help for financial problems.

A good source of free financial advice is through consulting an attorney or an accountant.

True False*

Which of the following sources can offer personal help in answering financial questions?

*A. Banks
B. Yellow Pages
C. Magazines
D. Government Agencies

Money management classes are offered through adult education, banks, and schools.

True* False

E010: List services that banks provide.

Banks offer financial information to their customers for a minimum fee.

True False*

Which of the following services are not offered by banks?

*A. Legal consultations
B. Financial information
C. Seminars
D. All of the above

Which of the following problems could be best solved by a bank service?

A. Contract problems
*B. Money management
C. Tax problems
D. Property tax problems

E011: State advantages of having a checking account.

Cancelled checks serve as proof of purchase.

True* False

A major advantage of using checks over cash is that checks are much safer to have on hand than cash.

True* False

Using cash instead of checks for payroll would save time for employees and employers.

True False*

E012: List the types of checking accounts.

The amount of interest earned on an interest-paying checking account depends on your balance.

True* False

Which of the following requires two signatures on a check?

A. Individual account
B. Joint account
C. Interest-paying account
*D. None of the above require two signatures

People who write checks and have a low average balance should consider opening an interest-paying account.

True False*

E013: Demonstrate how to endorse a check correctly.

When depositing a check through the mail, you should:

A. sign your name on the back.
B. write "for deposit only" on the back.
C. submit a deposit slip.
*D. all of the above

By endorsing a check, you are transferring your rights to the check to someone else.

True* False

It is not necessary to write "for deposit only" on checks if you sign it before you take it to the bank.

True False*

E014: Fill out a deposit slip correctly.

When depositing checks in your account, add them up and put the total in the section labeled "checks".

True False*

If you wish to keep some cash out of your deposit, you must make two separate transactions.

True False*

When filling out a deposit slip, you must:

A. list each check separately.
B. include your signature.
C. total the amount deposited.
D. all of the above
*E. A and C above

E015: Write a check in proper form and make appropriate records in the check register.

The check register consists of date, check number, and deposit slips.

True False*

Your account will be overdrawn if you have deposited less money than you have written checks for.

True* False

Alicia wrote a check for $12.70 to Wal Mart. Her balance was $193.75 and she has a service charge of $ .25 per check. What figure will she enter on the tinted line in her check register?

A. $181.05
B. $ 12.70
C. $ 12.95
*D. $180.80

E016: Name the major advantage and disadvantage of using credit.

Using credit as a method of purchase can save you money in the long run.

True False*

Many people lose control of their credit buying and cannot meet their monthly payments.

True* False

Which of the following is not a major disadvantage of credit?

A. Credit makes the product cost more.
*B. Credit makes large items more easily affordable.
C. Credit can cause people to lose control of their budgets.
D. None of the above are disadvantages.

E017: Calculate the amount of credit advisable for an individual.

With the money you have left over after subtracting your expenses, you can afford to make credit payments.

True False*

LaDonna brings home $650.00 per month. Her expenses are $394.50. How much can she afford to spend on credit?

*A. $127.75
B. $255.50
C. $ 63.88
D. -0-

It is wise to consider special debts in your planning to determine whether you can afford to make credit payments.

True* False

E018: Name the types of credit.

The difference between a charge account and a credit card is the amount of interest you pay.

True False*

When you agree to make regular payments while you use the product, the type of credit you are using is a(n):

A. charge account plan.
*B. installment plan.
C. no money down plan.
D. credit card plan.

Andrew wanted to purchase a CD player and was unsure about which store to buy from. It would be more convenient and cost efficient for him to use a credit card for his purchase.

True* False

E019: Cite the reasons for receiving a poor credit rating.

It is possible to get a good credit rating even if you fail to pay your bills on time.

True False*

Which of the following would earn you a poor credit rating?

A. Missing a payment one month
B. Missing a payment for two months
C. Failure to pay a bill
*D. All of the above would earn a poor credit rating.

A company can deny you credit if you are continually late in paying your bills.

True* False

E020: Name the items included in most credit contracts.

When you purchase an expensive stereo, the credit contract you are asked to sign will include the number of payments and the amount of each payment.

True* False

Marissa has signed a credit contract for a new television set. Which of the following items will not appear in her contract?

A. Total amount due
B. Down payment
*C. Delivery date of the set
D. Interest charges
E. All of the above are included.

Daniel is an unwise consumer if he signs a contract that does not state the interest charges on his purchase.

True* False

E021: Identify the types of interest.

Simple interest is often referred to as a finance charge.

True False*

You purchase a rowing machine for $100.00 and must pay 10% interest in one year. The simple interest will be $10.00.

True* False

Interest on the unpaid balance is figured monthly and is a specified percentage of the unpaid balance.

True* False

E022: Calculate the actual dollar cost of credit.

Linda purchased a dining room suite that cost $700.00. She made a downpayment of 10%. She must make 12 monthly payments of $75.00. What is her cost of credit?

A. $200.70
B. $207.00
C. $ 27.00
*D. $270.00

In determining the actual dollar cost of credit, you must know the percentage rate of the finance charge.

True False*

John bought a motor home for $6,200.00 and made a downpayment of $500.00. He must make 12 monthly payments of $520.00. What is his cost of credit?

A. $ 40.00
*B. $540.00
C. $ 54.00
D. $154.00

DUTY: INSURANCE

F001: Cite the reasons why people buy insurance.

People buy insurance to protect themselves against many types of losses.

True* False

Which of the following is not a reason that people buy insurance?

A. Hail
B. Property
C. Life
D. Health
*E. All of the above are reasons to buy insurance

People buy insurance as a way of avoiding enormous bills in case of injury or damage.

True* False

F002: Name the areas that hold the greatest potential for financial trouble in the event of loss.

Automobile insurance is not as important as homeowner's insurance because your car is not as expensive to replace as your home.

True False*

If you are seriously injured in an automobile accident, it will be financially important for you to have which type(s) of insurance?

A. Life insurance
B. Automobile insurance
C. Health insurance
D. A and C above
*E. All of the above

Property insurance is very important to a business person, but not an individual.

True False*

F003: Name the type of automobile insurance that is the most important for car owners to have.

____________________ coverage will protect you if you are responsible for any injury, loss, or damage to other people.

A. Uninsured motorist
*B. Liability
C. Collision
D. Double indemnity

Collision coverage is not necessary if your car is old and worth very little.

True* False

If your automobile is damaged due to hail, fire, or lightning, it is important to have ____________________ coverage.

A. liability
B. collision
*C. comprehensive
D. uninsured motorist

F004: State the advantages of group health insurance plans.

Group plans are beneficial to the individual because the employer allows employees a decision in kinds and amounts of coverage available.

True False*

Which of the following is an advantage of a group health insurance plan?

A. Group plans offer more coverage than individual plans.
*B. Group plans are less expensive than individual plans.
C. Group plans allow the individual greater choice of coverage.
D. All of the above are advantages.

If two job offers are the same in all respects, the better health insurance plan would be the same as more pay.

True* False

F005: Cite major decisions to be made in buying a health insurance policy.

If you broke your arm and were unable to work for two weeks, which of the following policies would you need?

A. Major medical
B. Hospital-surgical
C. Liability
*D. Disability
E. A and C

Individuals who are young and healthy will only need to consider medical coverage.

True False*

It is a good idea to buy a health insurance policy with as large a limit as possible.

True False*

DUTY: JOB APPLICATION AND INTERVIEW

G001: List the sources for job leads.

The odds of finding a job that is right for you on the first try are against you.

True* False

Which of the following is usually the best source of job leads?

A. The newspaper
B. Employment agencies
*C. Family and friends
D. Government offices

Private agencies will charge you a fee while they are looking for a job for you.

True False*

G002: Complete an application form, letter of application, and personal data sheet.

Which of the following guidelines are important in filling out a job application?

A. Answer all questions which apply to you and leave the others blank.
B. Complete the application form in ink.
C. Be as neat as possible in completing the form.
D. All of the above are important.
*E. B and C are important

It is not necessary to send a letter of application for an interview with friends of your family.

True False*

Personal data sheets should include which of the following information?

A. School courses, parents' names
*B. Work experience, phone number
C. Address, marital status
D. All of the above

G003: Describe what a person should do to prepare for a job interview.

It is important to be able to ask the interviewer questions about the company so they know you have done some research prior to the interview.

True* False

All the materials you will need when going to an interview will be a pen and pencil.

True False*

Which of the following is not necessary in preparing for a job interview?

A. Arrive at the interview 15-20 minutes early.
*B. Take a friend for moral support.
C. Take an extra copy of your resume.
D. A and B are not necessary.
E. All of the above are not necessary.

G004: Describe the points to remember about an applicant's conduct during a job interview.

When shaking hands with the interviewer, you should:

A. Extend your hand first.
*B. Grasp the person's hand firmly.
C. Hold the handshake until the interviewer pulls away.
D. All of the above

It is not a good habit to keep direct eye contact with the interviewer often because it will make him/her uncomfortable.

True False*

It is a good policy to stand during an interview until the interviewer invites you to be seated.

True* False

G005: Answer typical interview questions.

If you are asked a question that you have no answer for, tell the interviewer that you do not know.

True* False

When asked, "What job would you like to be considered for", the best answer is:

A. "One with hours that fits my schedule".
B. "Anything".
*C. "One that will use my abilities best".
D. All of the above are good answers.

It is best not to discuss your salary during the interview because they may think money is your only concern.

True False*

DUTY: LEADERSHIP DEVELOPMENT

H001: List the positive characteristics of leaders.

Identify the following characteristics which are necessary for strong leadership.

A. Positive self-concept, desire for leadership, authority
*B. Honesty, positive self-concept, self-confidence
C. Authority, integrity, natural ability
D. All of the above.

Successful leaders have earned their position in life through their ability to control those under them.

True False*

The ability to involve individuals in a teamwork concept is becoming a necessary attribute of successful leaders.

True* False

H002: Describe ways to develop leadership skills.

Which of the following activities is beneficial in development of leadership skills?

A. Studying leaders
B. Involvement in group activities
C. Extemporaneous speaking
D. Reading and listening to others
*E. All of the above.

Leadership can be learned through participation in social and school activities.

True* False

Two good ways of developing leadership skills are reading and talking.

True False*

DUTY: LEGAL RESPONSIBILITIES

I001: State the major types of laws.

Which of the following statements about public law is correct?

A. It regulates relationships between individuals.
B. It is often referred to as "civil law".
C. It controls personal injuries.
*D. It regulates relationships between individuals and government.

A company is being sued for non-payment of a contract. Which of the following statements are correct?

A. The plaintiff has filed a lawsuit in Supreme Court.
*B. The plaintiff has filed a civil lawsuit.
C. The defendant is suing for damages and court costs.
D. All of the above are correct.

Public law deals with which of the following?

A. constitutional law, code law
*B. international law, constitutional law
C. contract law, constitutional law
D. administrative law, code law

I002: List the elements necessary to make a contract binding.

In which of the following cases is a contract not binding?

*A. A 16 year old agrees to purchase a car.
B. Alan signed a contract to buy a color television on installment.
C. Ellen and Randy agreed on an exchange of $800 for the 1978 Nova.
D. All of the above are binding.

In order for a contract to be binding, which of the following conditions must exist?

A. Competent parties, mutual agreement
B. Mutual agreement, consideration
C. Competent parties, legal purpose
D. Legal form, legal purpose
*E. All of the above must exist

If a contract is not to be carried out for one year from the date of signing, the contract:

A. is an informal contract.
B. is not legally binding.
C. is classified as public law.
*D. must be in writing.

I003: Name the categories of crimes.

An individual who had stolen a 1989 Mercedes and was apprehended will be charged with:

A. petty larceny.
B. a white-collar crime.
*C. a felony.
D. a misdemeanor.

Shoplifters are charged with a misdemeanor in all of the following instances except:

A. stealing a pair of $8.00 earrings.
*B. stealing a $1,000 diamond necklace.
C. concealing a sweater under a jacket.
D. leaving a restaurant without paying for a meal.

Forgery and fraud are classified as:

A. misdemeanors.
B. blue collar crimes.
C. felonies.
*D. corporate crimes.

DUTY: PRIVATE ENTERPRISE ECONOMICS

J001: State the difference between private enterprise and other economic systems.

Which of the following is not an advantage of the private enterprise system?

A. Freedom to make economic decisions
B. Freedom to own property
*C. Freedom from taxation
D. Freedom to choose a job

Communism and socialism are economic systems where private business ownership is limited to less than 25% of the population.

True False*

The main difference between the free enterprise system and the communist and socialist systems is in the amount of government control.

True* False

J002: State the reason our economy is a mixed system rather than a true free enterprise system.

An economic system with no government controls is called a _______________ system.

*A. pure
B. mixed
C. socialist
D. free enterprise

It is unusual to have government controls in a mixed free enterprise system.

True False*

A mixed free enterprise system cannot work without some form of government regulation.

True* False

J003: Describe how producers decide which goods and services, and how much of each, to produce.

Producers must listen to customer needs and wants in order to produce the right products in the correct quantities.

True* False

Resources which help producers determine what they make and sell are:

A. capital.
B. labor.
C. technology.
*D. all of the above.
E. A and B only

Capital includes anything, except land, that is used to produce more wealth.

True* False

J004: List the factors that affect changes in prices.

If the demand for a limited edition Bruce Springsteen album goes up, the price will also go up.

True* False

Which of the following is an accurate statement concerning factors that affect changes in prices?

*A. Increased competition usually results in lower prices.
B. Seasonal products are higher priced at the end of each season.
C. Savings in production costs do little to affect retail prices.
D. The key factor to high productivity is quality equipment.

Prices are based on the standards set by the industry and are not greatly affected by the consumer.

True False*

J005: Describe why the economy expands and contracts so frequently.

The economy can react positively or negatively to the election of a new president.

True* False

The national economy generally is not affected by factors such as weather or crop failure.

True False*

Which of the following instances would cause expansion or contraction in the national economy?

A. An earthquake in San Francisco
B. A drought in the Midwest
C. Increased interest rates
D. A and C
*E. B and C

J006: State the difference between an open shop and a closed shop.

An open shop has no requirements for an employee's educational background.

True False*

The main difference between an open and a closed shop is the open shop's practice of hiring non-union workers.

True* False

Joining a closed shop gives a worker greater freedom in deciding whether to join a union or not.

True False*

J007: Describe ways in which the government is involved in our economy.

The government law dealing with monopolies are known as:

A. consumer protection laws.
*B. antitrust laws.
C. unfair commerce laws.
D. discrimination laws.

Public utilities are controlled by the government because competition would do more harm than good.

True* False

Which of the following are provided as a public service by the government?

A. Defense
B. Education
C. Protection
D. Transportation
*E. All of the above are public services

DUTY: OCCUPATIONAL COMMUNICATIONS

K001: Identify the primary communication skills.

The primary communication skills include which of the following?

A. Reading, listening
B. Speaking, writing
C. Listening, writing
*D. All of the above

Which of the following communication skills do we spend most of our time doing?

A. Reading
*B. Listening
C. Speaking
D. None of the above. They're all equal.

The primary communication skills include reading, writing, and comprehension.

True False*

K002: Describe the difference between hearing and listening.

_______________ is a physical process which involves only the ears.

*A. Hearing
B. Listening
C. Both hearing and listening.

Listening requires the use of the __________ while hearing requires only the ______________.

A. ears, brain
B. mind, brain
*C. brain, ears

The difference between hearing and listening is that listening requires a mental process.

True* False

K003: List the strategies for listening that improve understanding.

A strategy to improve understanding by sending signals back to the speaker is called:

A. symbols
*B. feedback
C. recognizing purpose
D. all of the above

Comparisons and contrasts and cause and effect relationships can be identified in order to clarify understanding. This is which of the following strategies?

A. Giving feedback
*B. Looking for the plan
C. Recognizing purpose
D. Taking notes

It is the sole responsibility of the speaker to be sure the listener understands his/her message.

True False*

K004: Describe the advantages a written message may have over a spoken one.

Which of the following is not an advantage of a written message over a spoken one?

A. It is the best way to organize thoughts.
B. It is easy to make copies for whoever needs to read it.
C. It lasts longer.
*D. All of the above are advantages.

Writing is the simplest way of communicating.

True False*

More misunderstandings and misinterpretations can result from a written message than a verbal one.

True False*

DUTY: OCCUPATIONAL MATHEMATICS

L001: Compute addition, subtraction, multiplication and division problems.

Lisa has deposited her paycheck of $231.28 into her checking account. Her balance was $74.68. Service charges for the past month amounted to $6.12. She has written three (3) checks for $14.09 each. What is Lisa's account balance?

A. $257.75
*B. $257.57
C. $275.75
D. $275.57

You are in charge of figuring this month's bill for you and your two roommates. The rent is $375.00, electricity is $64.12, telephone is $37.58, and cable television is $15.00. How much do each of your roommates owe for bills? Assume you will pay any uneven portions.

*A. $163.90
B. $169.30
C. $327.08
D. $327.80

You receive a weekly paycheck of $95.18. Assuming there are four weeks next month, and you must spend 1/4 of each paycheck on your car payment, how much disposable income will you have left?

A. $356.92
B. $285.45
C. $356.93
*D. $285.54

L002: Compute multiplication of decimal number problems.

The result of $32.15 multiplied by $8.20 would be expressed as:

*A. Two-hundred sixty-three and sixty-three one-hundredths
B. Two-hundred sixty-three and sixty-three one-thousandths
C. Two-hundred three and sixty-three one-hundredths
D. Two-hundred three and sixty-three one-thousandths

The result of $9.67 multiplied by 1.2791 should have __________ decimal places.

A. Four
B. Five
*C. Six
D. Seven

Multiply $23.91 by .0645 and round to the nearest cent. What is the result?

A. One dollar and fifty-five cents
B. One dollar and forty-four cents
C. One dollar and forty-five cents
*D. One dollar and fifty-four cents

DUTY: OCCUPATIONAL SAFETY

M001: Describe the main causes of accidents.

An accident due to fatigue may have been the result of physical limitations.

True* False

Which of the following are main causes of accidents?

A. Untrained people, lack of knowledge
B. Alcohol, poor attitude
C. Rain, electricity
*D. A and B
E. All of the above

Good health plays an important role in good safety practices.

True* False

M002: Cite the causes of fatigue.

Which of the following is not a cause of fatigue?

A. Extreme exertion
B. Heat
C. Loud noises
*D. Irritability
E. All of the above are causes

Fatigue is a condition which is brought on by carelessness.

True False*

Studies show that fatigue has the effect of greater productivity for shorter time periods.

True False*

M003: List the types of human error that cause accidents.

Human error which can cause unsafe behavior includes:

A. anger.
B. drugs.
C. depression.
D. lack of skill.
*E. All of the above

Most accidents are caused by human error.

True* False

A proper attitude toward the use of equipment would include reading the operating directions and knowing about the materials being used.

True* False

M004: Describe the ways in which safety hazards on the job can be reduced.

It is unlikely that safety hazards on the job can be reduced by individual workers.

True False*

A construction worker should take which of the following precautions to avoid injury?

*A. Wear head protection
B. Join the EPA
C. Buy safety glasses
D. All of the above

_______________ are employed to find possible problems and have them corrected.

A. Engineers
B. Managers
*C. Inspectors
D. Architects

DUTY: SOCIAL SECURITY

N001: Cite the groups of people who contribute to social security.

If you are self-employed, you do not pay social security.

True False*

The social security payments taken out of your paycheck are located under:

A. SSN.
B. State.
C. Local.
*D. FICA.

An employer pays two times the amount an employee pays toward the Social Security system.

True False*

N002: List the factors that determine the amount of one's social security benefit.

The amount of social security benefit a person receives is based primarily on how much was earned.

True False*

Work _______________ are measurements of how much time you have worked.

A. quartiles
B. percentages
C. units
*D. credits

You earn one work credit for each three months you are on the job.

True False*

N003: Name the types of social security benefits.

_______________ social security benefits cover people who are unable to work due to a mental or physical condition for at least 12 months.

A. Unemployment
B. Workers compensation
*C. Disability
D. FICA

The social security health insurance benefit is also known as Medicare.

True* False

_______________ benefits protect people through difficult times and helps prevent a major economic depression.

A. Health insurance
*B. Unemployment
C. Disability
D. Retirement

N004: Identify the social insurance programs for non-retired workers.

Medicare benefits are only available to people sixty-five and over.

True False*

The payments made to a family upon the death of a worker are known as survivor benefits.

True* False

You can draw unemployment benefits if you are unemployed as a result of a labor dispute.

True False*

N005: List the uses for one's social security number.

Your social security number is used by the IRS for your income tax return.

True*   False

Which of the following is not a use for your social security number?

A. Military identification card
B. Bank accounts
C. IRS
*D. All of the above are used
E. Only A and C are uses

Some states use the social security number as a driver's license number.

True*   False

DUTY: TAX RESPONSIBILITIES

0001: Cite the reasons governments need money.

Governments levy taxes in order to provide the public with many valuable services.

True*   False

Which of the following is not a reason the government needs money?

A. To build offices
B. Pay the salaries of government employees
C. To purchase weapons
*D. All of the above are reasons

A big part of the government expense goes toward small inexpensive items such as pencils, paper, and hammers.

True   False*

0002: List the major services people receive in return for paying taxes.

One of the main services taxpayers receive is that of protection and enforcement of the law.

True*   False

Tax dollars are spent on various expenditures from education to highways within the borders of the United States.

True   False*

If we didn't pay taxes, which of the following services would we not have to give up?

A. Space exploration
B. Sidewalks
C. Police protection
*D. Voting

0003: List the different kinds of taxes.

_______________ taxes are used to pay for police, fire departments, and street repair.

A. Social security
*B. Property
C. Income
D. Excise

Excise tax and inheritance tax are the same thing.

True False*

The most familiar type of tax to the general public is the sales tax.

True* False

0004: Cite the factors in determining whether or not a person should file a tax return.

As long as you do not make more than $5,000.00 a year, you do not need to file an income tax return.

True False*

__________ is the maximum amount of money you can earn before you are required to fill out an income tax return.

A. $3,000.00
*B. $3,300.00
C. $5,000.00
D. $4,500.00

It is wise to file an income tax return even if you are not required to do so.

True* False

0005: State the deadline for filing income tax returns each year.

If you do not file your income tax by April 1, you must pay a penalty charge.

True False*

Which of the following is the deadline date for filing a tax return?

*A. April 15
B. May 1
C. April 1
D. May 15

You must file your tax return for January 1 - December 31, 1989 by April 15, 1990.

True* False

INSTRUCTIONAL MANAGEMENT PLANS FOR THE COOPERATIVE INDUSTRIAL EDUCATION CORE CURRICULUM

Developed By:

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June, 1988

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INSTRUCTIONAL MANAGEMENT PLANS FOR COOPERATIVE INDUSTRIAL EDUCATION PROGRAMS

Cooperative Industrial Education (CIE) is an educational program where a plan of instruction in which the school and the employer cooperate to prepare students for specific occupations and careers within the trade and industrial area. Merely placing a student in a "job" and limiting the CIE teacher-coordinator's role to troubleshooting or expecting all the learning to take place on the job is not utilizing the cooperative method of instruction.

How does the CIE teacher-coordinator utilizing the cooperative method of instruction relate classroom instruction and on-the-job training? The traditional and probably the most obvious way is to plan instruction in the classroom that is related to the student-learners' needs on the job. As a rule, the sequence in which the competencies are taught is arranged to serve the needs of the majority of the student-learners at their jobs. Thus traditionally the Cooperative Industrial Education curriculum has been subservient to the job.

This approach presents no problem as long as the student-learners' jobs are true training stations and are consistent with the student-learners' career objectives. However, business and industry and the labor market have changed to the extent that matches of this type between students and jobs are not possible for all students. Other methods of providing all students with opportunities to apply the classroom instruction are needed to insure that the instruction is vocational rather than preparatory and is perceived as being relevant by the student-learner.

Another method of correlating classroom instruction with on-the-job experiences, which appears to have acceptance by all parties concerned, is to provide the student-learner and the employer (training sponsor) with some guidelines for applying principles learned in the classroom to the job. The classroom instruction must still be relevant to the trade and industrial occupational category that the student is placed in and the job must be relevant to the classroom instruction and to the student-learners' capabilities, interests and needs. In this case the job becomes subservient to the curriculum.

Given these conditions, the CIE teacher-coordinator directs the learning of occupational competencies by helping the student-learners apply theory and classroom-learned skills to their particular job situations. For example, when safety is being taught in the Cooperative Industrial Education classroom, each student has a project or assignment ("application experience") to identify how their particular training station applies safety standards and what is expected of each employee.

Designing application experiences for each of the core curriculum competency areas in the Cooperative Industrial Education program requires a creative CIE teacher-coordinator, but with the other responsibilities placed upon the CIE teacher-coordinator, there may be a limited amount of time to develop the application experiences. To assist teacher-coordinators of Cooperative Industrial Education programs, the concept of "Instructional Management Plans" (IMP) was developed by the Marketing Education faculty of the University of Missouri-Columbia and the Marketing and Cooperative Education section of the Department of Elementary and Secondary Education, Division of Vocational and Adult Education.

Underlying the concept of Instructional Management Plans is the correlation between the CIE core curriculum and sequenced application experiences for the student-learner. The IMP serves as a master plan for the CIE teacher-coordinator, training sponsor, and student-learner. The development of the IMP for any Cooperative Industrial Education student-learner should focus on the student-learner's stated career objectove. The student-learner's career objective provides for the relevant instructional discipline of curriculum knowledge to be established. It is from this curriculum base that the IMP is formulated.

Application experiences are those activities designed to assist the student-learners in reaching their career objectives. This includes classroom, on-the-job, and the vocational student organization (VICA) activities. Although the Instructional Management Plan ordinarily lists the on-the-job learning activities in reference to an outline of classroom instruction, a complete Instructional Management Plan will obviously have specific tasks of the student-learner's part-time job which are important learning experiences and should be detailed on the IMP. However, if the student-learner is to obtain experiences in related job tasks and in experiences that will prepare him/her for advancement, it is necessary to design application experiences that both the training sponsor and the student-learner feel are appropriate and feasible. Some of these application experiences may involve observation of the job, interviews with the manager or other employees, and/or consultation with the training sponsor to obtain information. Writing the report of such observations and interviews may be done at home, or at times, in the classroom, but the activity should be specified as on-the-job because the training station or job is the source of the information.

At the beginning of the cooperative arrangement, the CIE teacher-coordinator should share the plan of instruction (curriculum) with the training sponsor, perhaps even sharing with them the student's textbook and anticipated application experiences. In many instances the training sponsor may be helpful in designing application experiences that would be more directly feasible and practical within a specific occupational area. Periodically, the CIE teacher-coordinator while on coordination visits, should advise the training sponsor what competency areas will be covered in the next period of instruction and the application experiences the student-learner will be working on. Classroom instruction and on-the-job experiences can be organized into a truly cooperative education experience if the student-learner can use their on-the-job experiences in the classroom and if the employer can be involved in their "employee's" classroom activities.

The use of the Instructional Management Plan by Cooperative Industrial Education teacher-coordinators within their programs should provide application experiences for the student-learner that will provide a better insight into the occupational area, the job, and develop job skills by the individual student-learner.

To assist teacher-coordinator's in implementing the Instructional Management Plan system into the Missouri core curriculum for Cooperative Industrial Education, application experiences have been developed for each task of each competency area within the curriculum. These application experiences have been adopted to a format that will allow the CIE teacher-coordinator to reproduce the form and utilize the application experience in classroom instruction and evaluation.

C. Smith

6/88

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NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT:

TASK:

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________________________ Authorized Signature

APPLICATION EXPERIENCE:

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT:

TASK:

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE:

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Career Research and Planning

TASK #A01: Name the steps in the career decision-making process

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Interview an employee at your training station that is in a career position and compile a written report. Suggested questions include: How did you come about your position? Did you choose your position as a career or simply fall into it? Was there any decision-making process involved? Are you happy, content, or dissatisfied with your choice? If you had an option to start over what would you do? Make an assumption as to why the person is or is not happy with their position.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Career Research and Planning

TASK #A01: Name the steps in the career decision-making process

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Choose a career area in which you have some interest or that is related to your training station. Compile a written report in which you use the decision-making process to research that career. Include where you found your information and why or why not you feel it would be a good career for you, based on your research.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Career Research and Planning

TASK #A01: Name the steps in the career decision-making process

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Submit a written list of characteristics you look for in a job, ranking them in order of priority beginning with the most important quality first, for instance not working weekends or only working night shift.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Career Research and Planning

TASK #A02: List the main sources of career information

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

______________________ Due Date

________________________________ Authorized Signature

APPLICATION EXPERIENCE: Interview your training sponsor and determine how he/she found his/her career. Also, see if your place of employment provides any types of promotion, publicity, or advertising for a career in that field. Submit a written report.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Career Research and Planning

TASK #A02: List the main sources of career information

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

______________________________________ Authorized Signature

APPLICATION EXPERIENCE: Look up a career in which you are interested or your current employment area in either the Dictionary of Occupational Titles, the Occupational Outlook Handbook, or the Guide for Occupational Exploration and compile a written report containing the information found. Also, state whether or not you still remain interested in the occupation after being exposed to such information, why/why not?

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Career Research and Planning

TASK #A02: List the main sources of career information

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____
Due Date

____
Authorized Signature

APPLICATION EXPERIENCE: Meet with a person employed in an occupation of interest or your current area of employment. Ask questions concerning skills, training, education, personal qualities, and any other items pertaining to the position. Submit a written report.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Career Research and Planning

TASK #A03: Complete a personal career profile

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ ________________________________
Due Date Authorized Signature

APPLICATION EXPERIENCE: Compile a written report comparing your personal qualities to those necessary for your present job. Evaluate how they match up. State whether you feel there is a future in that career for you.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Career Research and Planning

TASK #A03: Complete a personal career profile

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Develop a written list of qualities, good and bad, you have for the occupation in which you are interested. Include values, interests, skills, aptitudes, education, training, personality, and preferences.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Career Research and Planning

TASK #A03: Complete a personal career profile

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

______________________________ Authorized Signature

APPLICATION EXPERIENCE: Choose a person at your present place of employment and make a written list of the qualities, good and bad, that person possesses. Tell why you feel the characteristics are beneficial or not. Do not include the name of the individual in your report.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Career Research and Planning

TASK #A04: State why making a career decision has a positive influence

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Interview two people at your training station: 1) one who chose their occupation as a career; 2) one who just fell into their position, didn't choose it. Compare and contrast in a written report how they each feel about their positions and where they are in their career plans. Do not include the names of the individuals in your report.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Career Research and Planning

TASK #A04: State why making a career decision has a positive influence

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Ask as many people as possible at your training station whether they made a decision for their career or if they simply fell into the position. Also, ask if they are happy with their career choice or not. Submit a written report.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Career Research and Planning

TASK #A04: State why making a career decision has a positive influence

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________________________ Authorized Signature

APPLICATION EXPERIENCE: Interview a person at your training station who did not go through any decision-making process for his/her career and does not like his/her position. Determine the person's future plans. How did he/she get where he/she is? What is keeping him/her there if the person doesn't like it? Submit a written report.

NAME_______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Career Research and Planning

TASK #A05: Name ways in which a person may acquire the education and training necessary to his/her chosen career

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

______________________________ Authorized Signature

APPLICATION EXPERIENCE: Compile a written list of the qualifications in education or training necessary for the position you hold. Also, compile a written list of the education and training your training station provides.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Career Research and Planning

TASK #A05: Name ways in which a person may acquire the education and training necessary to his/her chosen career

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Compile a written list of schools or training programs in the area for the occupation your employer holds. Also, tell what education or training your employer has had.

NAME____________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Career Research and Planning

TASK #A05: Name ways in which a person may acquire the education and training necessary to his/her chosen career

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Choose an occupation which interests you or your current employment area. Look up the education or training necessary for the position and determine how you would go about obtaining these qualifications. Submit a written report.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Career Research and Planning

TASK #A06: Write a career goal

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

______________________________ Authorized Signature

APPLICATION EXPERIENCE: Write out what your ideal career is and why, and whether it is an obtainable goal for you.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Career Research and Planning

TASK #A06: Write a career goal

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Ask your training sponsor what his/her specific career goal was at age 16, at age 21, and at their present age. Determine if it changed and why. Determine if he/she plans for a future change and how he/she plans to go about it. Submit a written report.

NAME________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Career Research and Planning

TASK #A06: Write a career goal

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Write out the career goal you plan to seek out and the steps you are going to take to begin reaching this goal.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Career Research and Planning

TASK #A07: Name the factors that determine whether or not an employee is given a pay raise

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Determine the policy on pay raises at your training station. Submit a written report of your findings.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Career Research and Planning

TASK #A07: Name the factors that determine whether or not an employee is given a pay raise

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Make a written list of factors your training sponsor considers important in determining whether or not to give a pay raise.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Career Research and Planning

TASK #A07: Name the factors that determine whether or not an employee is given a pay raise

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

______________________ Due Date

________________________________ Authorized Signature

APPLICATION EXPERIENCE: Interview your training sponsor and determine pay raise policies, such as automatic or merit. What constitutes either an automatic or merit pay raise? Submit a written report.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Career Research and Planning

TASK #A08: Name the factors that employers will consider when deciding which employees will be promoted

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

________________________________ Authorized Signature

APPLICATION EXPERIENCE: Compile a written list of five or six factors your training sponsor considers most important when deciding whom to promote.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Career Research and Planning

TASK #A08: Name the factors that employers will consider when deciding which employees will be promoted

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: In an interview with your training sponsor determine your training station's policies on promotions. Submit a written report.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Career Research and Planning

TASK #A08: Name the factors that employers will consider when deciding which employees will be promoted

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________________________ Authorized Signature

APPLICATION EXPERIENCE: Interview the manager at your training station and write a report consisting of what he/she feels are the major factors or qualities when deciding whom to promote.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Career Research and Planning

TASK #A09: Name the considerations in deciding whether or not to change companies

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Compile a written report comparing related working conditions at your present place of employment with those of another company you feel you may like to work for.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Career Research and Planning

TASK #A09: Name the considerations in deciding whether or not to change companies

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________________________ Authorized Signature

APPLICATION EXPERIENCE: Make a list of all the company benefits at your training station. Identify which of the benefits are financial vs. non-financial. Submit your list for evaluation.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Career Research and Planning

TASK #A09: Name the considerations in deciding whether or not to change companies

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Interview your training sponsor and find out what the policies are on meeting other business offers in order to persuade an employee to stay with the company. Submit a written report.

NAME_____________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Career Research and Planning

TASK #A10: Cite the courtesies that should be observed when quitting a job

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

_____________________ Due Date

_____________________ Authorized Signature

APPLICATION EXPERIENCE: Write out what you feel are the proper steps to take when quitting job.

NAME____________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Career Research and Planning

TASK #A10: Cite the courtesies that should be observed when quitting a job

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Interview your training sponsor and determine what the company expects of its employees when they quit. What do you feel is the proper procedure to follow when you quit a job? Submit a written report.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Career Research and Planning

TASK #A10: Cite the courtesies that should be observed when quitting a job

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Interview one of your parents (or guardians) that work. Are there policies at their place of employment for quitting the job? Has he/she ever had to quit a job? What procedures did he/she follow? How do you feel about this? Submit a written report.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Computer Awareness

TASK #B01: List several ways in which computers are affecting everyday living

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________________________ Authorized Signature

APPLICATION EXPERIENCE: For a one-week period take notice of all the businesses you visit and whether or not they have some form of a computer system. Make some form of written graph or chart that compares the number of businesses that do or do not have a computer system. What reasons can you think of for not having a computer system? Name some reasons for having a computer system. Submit a report of your findings.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Computer Awareness

TASK #B01: List several ways in which computers are affecting everyday living

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Go visit a computer store or department and review the equipment and software. Compile a written report on what you learned about computers and their future in your field of employment.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Computer Awareness

TASK #B01: List several ways in which computers are affecting everyday living

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________________________ Authorized Signature

APPLICATION EXPERIENCE: Interview your training sponsor concerning computer systems. If your business doesn't have one, why not? If there is one, how long has it been there? What areas is it used for? Are there further attachments that can be added? Has it been beneficial? Would he/she prefer a different system after using the present one? Submit a written report.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Computer Awareness

TASK #B02: List the types of application software for microcomputers

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________________________ Authorized Signature

APPLICATION EXPERIENCE: Compile a written list of all computer software used at your training station. Compile a written report on its uses. If there is none, what are the reasons?

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Computer Awareness

TASK #B02: List the types of application software for microcomputers

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Review a catalog or computer department and notice the different types of software available. Compile a written report consisting of the different types and brands. What brands are compatable with each other? Do you think that is good? Why do you think some brands choose not to be compatable?

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Computer Awareness

TASK #B02: List the types of application software for microcomputers

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Go to the school computer lab and review the software available for use by the students. Compile a written report as to what you found.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Employment Orientation

TASK #C01: Name the major parts of a person's lifestyle

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Compare or contrast in a written report what you feel your lifestyle is with your parents. Does your employment have any affect on this? What could you do differently to have the lifestyle you want?

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Employment Orientation

TASK #C01: Name the major parts of a person's lifestyle

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

______________________________ Authorized Signature

APPLICATION EXPERIENCE: Compose a list of the things included in the lifestyle you feel you want in the future. Why do you feel these things would make you happy? What do you need to do in order to go about attaining these things? How does your choice of occupation affect your lifestyle? Submit a written report.

NAME____________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Employment Orientation

TASK #C01: Name the major parts of a person's lifestyle

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ ____________________________________
Due Date Authorized Signature

APPLICATION EXPERIENCE: Using the five lifestyle elements in the text, rank them in order from most important to least important in your life and explain why you feel this way. Submit a written report.

NAME________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Employment Orientation

TASK #C02: Cite the ways in which the work a person does will have an impact on his/her lifestyle

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

________________ Due Date

________________ Authorized Signature

APPLICATION EXPERIENCE: Since, for most people, work is the central activity around which they plan their daily lives, what effects do you feel it has on their lifestyle? What effect does your work have on your lifestyle? Do you feel it is a good or bad effect? Why? Submit a written report on your findings.

NAME____________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Employment Orientation

TASK #C02: Cite the ways in which the work a person does will have an impact on his/her lifestyle

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________________________ Authorized Signature

APPLICATION EXPERIENCE: If your salary was cut in half, what effect would it have on your lifestyle, if any? If your salary was doubled, what effect would it have on your lifestyle, if any? Submit a written report.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Employment Orientation

TASK #C02: Cite the ways in which the work a person does will have an impact on his/her lifestyle

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: As a student, your lifestyle is determined by that role. How does your role as a student affect your lifestyle? Describe yoour lifestyle at school. Make a written list of characteristics that describe your lifestyle at school, such as athlete or club member. Submit a written report.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Employment Orientation

TASK #C03: List the steps in the decision-making process

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ ______________________________
Due Date Authorized Signature

APPLICATION EXPERIENCE: Think of an important decision you have to make or recently made at your training station. Use the decision-making process to come to a decision. Compile a written report consisting of the steps you followed.

NAME_______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Employment Orientation

TASK #C03: List the steps in the decision-making process

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____
Due Date

____
Authorized Signature

APPLICATION EXPERIENCE: Compile a written report explaining why you do or don't think each of the steps in the decision-making process are important. Give an example of an important decision on the job in which these steps could be helpful and why.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Employment Orientation

TASK #C03: List the steps in the decision-making process

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

______________________________ Authorized Signature

APPLICATION EXPERIENCE: Randomly choose two of the steps of the decision-making process and take them out of your written list. Think of a decision that has to be made, and research it leaving those two steps out. Compile a written report explaining your process and tell what effects the absence of those two steps had on your results, if any, and why.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Human Relations

TASK #D01: State how daydreaming can help a person in making a career choice

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________________________ Authorized Signature

APPLICATION EXPERIENCE: For a one-week period, write down all of the things about which you daydream. Categorize these dreams into realistic or achieveable, future goals, or pure fantasy and explain why. Are these daydreams important to you? Submit a written report.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Human Relations

TASK #D01: State how daydreaming can help a person in making a career choice

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Survey two to three senior co-workers or supervisors at your training station concerning occupations they daydreamed about when they were younger. Were these dreams pure fantasy, or did other dreams come along that seemed more appealing? Submit a written report.

NAME ______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Human Relations

TASK #D01: State how daydreaming can help a person in making a career choice

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________________________ Authorized Signature

APPLICATION EXPERIENCE: Compile a list of all the occupations you have dreamed about. Which of these are still your goals? Why have your dreams changed? Why did you rule out some of these possibilities? Which of these are still dreams? Submit a written report.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Human Relations

TASK #D02: Name the things that many people value

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Interview your parents or guardian concerning their values. Write a report comparing or contrasting their values to yours. What do you think the reasons for these comparisons or differences are and why?

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Human Relations

TASK #D02: Name the things that many people value

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

______________________________ Authorized Signature

APPLICATION EXPERIENCE: Interview your training sponsor concerning values on the job. When hiring, does your manager look for certain values? What are they? Can you see reasons for this? Submit a written report.

NAME ____________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Human Relations

TASK #D02: Name the things that many people value

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Using the list of general values listed in *Succeeding in the World of Work* rank these in order of most important to least. Why are some of these more important to you than others? Do your values fit in with your present career goals? Submit a written report.

NAME________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Human Relations

TASK #D03: State the reason why having many interests is helpful in making a career decision

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____
Due Date

____
Authorized Signature

APPLICATION EXPERIENCE: Interview your training sponsor and find out what his/her interests are? Did these interests have an effect on his/her career choice? If not, is he/she happy with his/her career choice? Why or why not? Submit a written report.

NAME______________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Human Relations

TASK #D03: State the reason why having many interests is helpful in making a career decision

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

Due Date ______________________

Authorized Signature ______________________

APPLICATION EXPERIENCE: Are you more interested in data, people, or things? Why do you think this is so? What types of careers are you interested in that fit into your chosen category? Are you interested in a career that does not fit in with your interest area? Why may this be? Do you think you would be happy in that career? Why or why not? Submit a written report.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Human Relations

TASK #D03: State the reason why having many interests is helpful in making a career decision

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

______________________________ Authorized Signature

APPLICATION EXPERIENCE: Compile a list of your personal interests. Which of these could become a career for you? Submit a written report.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Human Relations

TASK #D04: State the difference between aptitude and ability

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

______________________ Due Date

______________________ Authorized Signature

APPLICATION EXPERIENCE: Do you feel you have the aptitude and ability for your present position at work? Why or why not? Submit a written report.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Human Relations

TASK #D04: State the difference between aptitude and ability

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Make a list of your strengths and weaknesses. By looking at your list of strengths, list as many careers as you can that you feel you have the ability and aptitude to succeed. Submit a written report.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Human Relations

TASK #D04: State the difference between aptitude and ability

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

______________________________ Authorized Signature

APPLICATION EXPERIENCE: Interview your training sponsor concerning aptitude and ability on the job. What does he/she look for? What is most important? Submit a written report.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Human Relations

TASK #D05: Cite the reason why personality tests may be helpful in making a career choice

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________________________ Authorized Signature

APPLICATION EXPERIENCE: Compile a written report in which you list the personality characteristics you feel are necessary to succeed at your place of employment.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Human Relations

TASK #D05: Cite the reason why personality tests may be helpful in making a career choice

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

________________________________ Authorized Signature

APPLICATION EXPERIENCE: Choose which one or two of the six, basic personality types; realistic, investigative, artistic, social, enterprising, or conventional, which you feel is most like yourself. Compile a written report in which you explain why, and list some careers in which you feel you would succeed.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Human Relations

TASK #D05: Cite the reason why personality tests may be helpful in making a career choice

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Fill out and turn in a personality profile following the format found in Succeeding in the World of Work.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Human Relations

TASK #D06: Name the most important factor in job success

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

______________________ Due Date

________________________________ Authorized Signature

APPLICATION EXPERIENCE: Choose two fellow employees, and compile a written report explaining the factors you feel made them successful in their careers and why.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Human Relations

TASK #D06: Name the most important factor in job success

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Submit a written report in which you explain why you feel you have become successful in your job. If you feel you aren't too successful, what could you do to improve yourself?

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Human Relations

TASK #D06: Name the most important factor in job success

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

______________________ Due Date

________________________________ Authorized Signature

APPLICATION EXPERIENCE: Interview your training sponsor and compile a written report which explains why they feel they have become successful in their career. What factors aided in getting them where they are today?

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Human Relations

TASK #D07: List the qualities an employer will expect of an employee

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

________________________________ Authorized Signature

APPLICATION EXPERIENCE: Submit a written list of the qualifications your training sponsor feels all new full-time employees should possess. Explain why your training sponsor feel these are necessary.

NAME_______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Human Relations

TASK #D07: List the qualities an employer will expect of an employee

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

______________________ Due Date

______________________ Authorized Signature

APPLICATION EXPERIENCE: Compile a list of the qualifications you feel you possess that an employer would look for when deciding whether or not to hire you. Why do you feel these characteristics are necessary? Submit a written report.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Human Relations

TASK #D07: List the qualities an employer will expect of an employee

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Interview two employees at your training station to determine what qualities they believe are necessary or helpful for the job. Prepare a written summary of the responses.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Human Relations

TASK #D08: List the things an employee can expect from an employer

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________________________ Authorized Signature

APPLICATION EXPERIENCE: Compile a list of what you expect from your training station. Why do you expect these things? Prepare a written summary.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Human Relations

TASK #D08: List the things an employee can expect from an employer

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Choose a career area of interest. Research this career in either the Dictionary of Occupational Titles, the Occupational Outlook Handbook, or the Guide for Occupational Exploration. Develop a list of what you think you could expect from an employer in that field. Interview a person in that field and discuss what you have found with what is actually taking place in that area. Prepare a written summary.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Human Relations

TASK #D08: List the things an employee can expect from an employer

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

________________________ Due Date

________________________ Authorized Signature

APPLICATION EXPERIENCE: Interview one of your working parents (or guardians) and determine what he/she expects from his/her employer. Why? Do you think these things are justifiable? Why or why not? Submit a written report.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Human Relations

TASK #D09: Name the things a person needs to do to get along with co-workers

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Prepare a written summary of the personality adjustments you feel have to be made at the training station by each employee in order to work harmoniously with the other employees.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Human Relations

TASK #D09: Name the things a person needs to do to get along with co-workers

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Interview two other employees at your training station and determine what they believe is necessary for the employees to get along with each other. Prepare a written summary.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Human Relations

TASK #D09: Name the things a person needs to do to get along with co-workers

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____
Due Date

____
Authorized Signature

APPLICATION EXPERIENCE: What does your training sponsor do if a situation arises in which two employees are not getting along? Submit a written report.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Human Relations

TASK #D10: List the personal qualities that are important to success in the world of work

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Develop a list of desirable attributes looked for in a successful employee. Interview your training sponsor to compare your list with their ideas. Prepare a written summary.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Human Relations

TASK #D10: List the personal qualities that are important to success in the world of work

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________________________ Authorized Signature

APPLICATION EXPERIENCE: After reading through the qualities important to success in _Succeeding in the World of Work_, choose two or three areas in which you think you could improve. Compile a written report explaining why.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Human Relations

TASK #D10: List the personal qualities that are important to success in the world of work

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

______________________ Due Date

________________________________ Authorized Signature

APPLICATION EXPERIENCE: Choose five of the qualities important to success and give an example of excellent behavior and an example of poor behavior. Submit a written report.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Human Relations

TASK #D11: List the steps a person can take to be more effective at influencing people

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________________________ Authorized Signature

APPLICATION EXPERIENCE: Recall an incident in which you wanted to convince someone to do something. Did you succeed or fail? Why do you feel you succeeded or failed? Do you usually get your way? Why or why not? Compile a written report.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Human Relations

TASK #D11: List the steps a person can take to be more effective at influencing people

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________________________ Authorized Signature

APPLICATION EXPERIENCE: Think back to the person that influenced you to enroll in Cooperative Industrial Education. What factors or characteristics influenced you? Did you feel this person was influential? Compile a written report.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Human Relations

TASK #D11: List the steps a person can take to be more effective at influencing people

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

________________________________ Authorized Signature

APPLICATION EXPERIENCE: Think of a situation at your training station in which it is important to influence another person. Why is it important? How do you do it? Are you usually successful? What could you do to improve on this? Submit a written report.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Human Relations

TASK #D12: Name the ways body language can reveal what a person is feeling

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Next time you go to a retail store and speak with a salesperson, note his/her body language. What gestures and facial expressions were used? Did they make you feel comfortable or not? What conclusions could you draw from this experience? Submit a written report.

NAME____________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Human Relations

TASK #D12: Name the ways body language can reveal what a person is feeling

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

______________________________ Authorized Signature

APPLICATION EXPERIENCE: Note the manner in which different students sit at their desks in class. What message does this convey to you concerning their mood and attitude? Are their gestures or expressions obvious? Compile a written report of your observations.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Human Relations

TASK #D12: Name the ways body language can reveal what a person is feeling

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Watch a half-hour T.V. show of your choice. Pick one character and note all expressions and gestures used in the show. How do these fit in with the character being played? Do they help define the situation? Compile a written report.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Income Management

TASK #E01: Name the factors that influence buying

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Compile a list of the factors that influence whether or not you buy a product or service. Why? Submit a written report.

NAME____________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Income Management

TASK #E01: Name the factors that influence buying

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

________________________ Due Date

________________________ Authorized Signature

APPLICATION EXPERIENCE: Interview your training sponsor to discover what factors he/she considers when buying for the training station. Submit a written report.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Income Management

TASK #E01: Name the factors that influence buying

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: How do you think trends and fads affect buying? Think of a product that falls into this category and trace its path from the time it comes on to the market to the present. What affects did buying have on the producer, the wholesaler, and the retailer? Submit a written report.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Income Management

TASK #E02: State how supply and demand affects prices

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Trace the path of the oil industry over the past two decades. What effects have supply and demand had on the price of gasoline? Submit a written report on your findings.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Income Management

TASK #E02: State how supply and demand affects prices

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

______________________ Due Date

______________________ Authorized Signature

APPLICATION EXPERIENCE: Interview your training sponsor and determine how supply, demand, and competition affect pricing policies at your training station. Submit a written report.

NAME________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Income Management

TASK #E02: State how supply and demand affects prices

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

________________ Due Date

________________ Authorized Signature

APPLICATION EXPERIENCE: Select any product of your choice. Trace its path since it entered the marketplace. What effects have supply and demand had on pricing? Suggested items are calculators, computers, watches. Submit a written report.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Income Management

TASK #E03: Name the steps in making long-range buying plans

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________________________ Authorized Signature

APPLICATION EXPERIENCE: Interview your training sponsor concerning any long-range buying plans the business must make. Are these seasonal plans? What are the factors that influence these buying plans? Submit a written report.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Income Management

TASK #E03: Name the steps in making long-range buying plans

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

______________________________ Authorized Signature

APPLICATION EXPERIENCE: Think of an item you have bought off-season. Was it less expensive? Why did you buy it off season? Compile a written report.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Income Management

TASK #E03: Name the steps in making long-range buying plans

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________	______________________________
Due Date	Authorized Signature

APPLICATION EXPERIENCE: Determine a piece of equipment that your training station is considering purchasing in the future. What steps are considered in planning for this purchase? Submit a written report.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Income Management

TASK #E04: Cite what a wise consumer should know about shopping

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________________________ Authorized Signature

APPLICATION EXPERIENCE: If you were to go shopping for a product or service, what would you look for? Quality? Low price? Prestige in buying? Generic or name brand? Value? Compile a written report.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Income Management

TASK #E04: Cite what a wise consumer should know about shopping

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Interview your training sponsor and discover what he/she feels is most important to the consumer. What are the customers of his/her business looking for when they make a purchase? Submit a written report.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Income Management

TASK #E04: Cite what a wise consumer should know about shopping

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________________________ Authorized Signature

APPLICATION EXPERIENCE: Next time one of your parents or guardians goes grocery shopping, go with them and take notice of their buying habits. Are they brand loyal? Are they looking for the most inexpensive product? What are their goals when shopping? Submit a written report.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Income Management

TASK #E05: Describe ways to avoid consumer fraud

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

________________________ Due Date

________________________ Authorized Signature

APPLICATION EXPERIENCE: Develop a code of ethics for your training station. The ethics should cover your responsibilities to the employer, to co-workers, to customers, and to the community. Submit a written report.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Income Management

TASK #E05: Describe ways to avoid consumer fraud

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Compile a list of things you can do as a consumer to become a more responsible buyer and prevent fraud. Submit a written report.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Income Management

TASK #E05: Describe ways to avoid consumer fraud

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Find an article in which some company was charged with consumer fraud. What was the fraud? What was done about the situation? Was there any way the consumer could have prevented the fraud sooner? Submit a written report.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Income Management

TASK #E06: Demonstrate an understanding of consumer rights by giving examples of protection under FDA, FTC, and Consumer Product Safety laws

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

Due Date ____________________

Authorized Signature ____________________

APPLICATION EXPERIENCE: Think of a product that has been removed from the market by the Food and Drug Administration. What were the reasons for it being pulled? Did the company fix the problem and remarket the product? Do you think the FDA was fair in its judgement? Submit a written report.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Income Management

TASK #E06: Demonstrate an understanding of consumer rights by giving examples of protection under FDA, FTC, and Consumer Product Safety laws

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

______________________ Due Date

______________________________ Authorized Signature

APPLICATION EXPERIENCE: Note ten products which carry care labels, product warranties, or warning labels on them. Why do you feel it's necessary for the manufacturers to warn the consumers? Do you think these companies would do so anyhow without the Federal Trade Commission watching over them? Submit a written report.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Income Management

TASK #E06: Demonstrate an understanding of consumer rights by giving examples of protection under FDA, FTC, and Consumer Product Safety laws

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

______________________________ Authorized Signature

APPLICATION EXPERIENCE: Have you ever owned a product that was recalled because it was unsafe? Why was it recalled? Was the product fixed or was it taken from the market? Were you given compensation? If not, think of a product removed from the market by the Consumer Product Safety Commission and research it using the same questions. Submit a written report.

NAME____________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Income Management

TASK #E07: Make and keep a simple budget

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

Due Date ____________________

Authorized Signature ____________________

APPLICATION EXPERIENCE: Prepare a weekly budget of your expenses. Be sure to include items such as food, housing, education, clothing, savings, transportation, medical care, recreation, insurance, and gifts. After a week review your budget and see how closely you followed it. Do you think you spend too much? Submit a written report.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Income Management

TASK #E07: Make and keep a simple budget

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: For a one-week period, write down what you spend. At the end of the week total up the amount of money you spent. Did you realize previously how much or little you actually spent? Would you want to change this habit? Why or why not? Submit a written report.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Income Management

TASK #E07: Make and keep a simple budget

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________________________ Authorized Signature

APPLICATION EXPERIENCE: Make a list of your budget goals. Rank these goals in order of importance to you beginning with the most important. What are you willing or not willing to do to keep these goals? Submit a written report.

NAME____________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Income Management

TASK #E08: Name the reasons for reviewing one's spending periodically

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Interview your training sponsor and discover how often a budget is planned for the training station. How often is it reviewed by someone in higher authority? How do you feel about the frequency of their reviewing of the budget? Submit a written report.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Income Management

TASK #E08: Name the reasons for reviewing one's spending periodically

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

______________________ Due Date

______________________ Authorized Signature

APPLICATION EXPERIENCE: Speak with your parents or guardians concerning their budgeting. Do they plan a budget? Do they ever review their budget? Would you do things differently? Submit a written report.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Income Management

TASK #E08: Name the reasons for reviewing one's spending periodically

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Review your local VICA chapter's treasury reports. What is the budget for the year? Are there funds available for these expenses? Are there plans made to raise these funds? Do you have any suggestions? Submit a written report.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Income Management

TASK #E09: Cite sources of help for financial problems

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Check with the area high schools and community colleges and find one which offers a consumer education or money management course. What is the course description? Would the course interest you? Do you see a need for the course in the community? Why or why not? Submit a written report.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Income Management

TASK #E09: Cite sources of help for financial problems

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Look through periodicals such as Consumer Report, Consumer Research, Money, Changing Times, newspaper, and find an article on handling money. Summarize the article, including a bibliography. What suggestions are given? Do you think the suggestions will work? Why or why not? Submit a written report.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Income Management

TASK #E09: Cite sources of help for financial problems

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

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Due Date

____
Authorized Signature

APPLICATION EXPERIENCE: Visit a federal or county office, or the local library and find any booklets you can that are available that provide consumer information for individuals and groups on getting the most for your money. Summarize in a written report one of these booklets and tell what you think about it.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Income Management

TASK #E10: List services that banks provide

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Interview your training sponsor concerning the bank services used by the training station. Are there any services needed that aren't offered? Compile a written report.

NAME ______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Income Management

TASK #E10: List services that banks provide

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

______________________ Due Date

______________________________ Authorized Signature

APPLICATION EXPERIENCE: Go to any bank or credit union and obtain a flyer listing the services offered to its customers. Do you think these services are adequate? Do you notice any services that are outstanding that all banks don't offer? Would you be happy with that bank's services? Are there any services missing? Submit a written report.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Income Management

TASK #E10: List services that banks provide

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Interview one of your parents or guardians concerning their bank's services. Do they take advantage of the services available? Is there something their bank offers that makes it better than others? Submit a written report.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Income Management

TASK #E11: State advantages of having a checking account

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Interview your training sponsor concerning all the things checks are used for in the business. Do you see any other method that could be more efficient? How important do you feel a checking account is? Why or why not? Submit a written report.

NAME_______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Income Management

TASK #E11: State advantages of having a checking account

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Research either your checkbook or a relative's for a one month period. How many checks were written and received? Can you see any other convenient method of handling these transactions? How important do you feel checking accounts are now? Has your opinion changed? Submit a written report.

NAME_______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Income Management

TASK #E11: State advantages of having a checking account

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

_______________ Due Date

_______________ Authorized Signature

APPLICATION EXPERIENCE: Interview someone over age 21 that doesn't have a checking account. Why don't they have one? Would they like one? Do they plan on getting one? Submit a written report.

NAME ____________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Income Management

TASK #E12: List the types of checking accounts

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Conduct a survey of banks and financial institutions in the area. What types of accounts do they offer? Do they offer cost-free checking? Do they offer interest on checking accounts? If so, how much? Is there a minimum balance? Are there service charges? Submit a written report.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Income Management

TASK #E12: List the types of checking accounts

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

______________________ ____

Due Date Authorized Signature

APPLICATION EXPERIENCE: Interview your training sponsor concerning the checking account for the training station. What type is it? Whose signatures are authorized or necessary on company checks? Submit a written report.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Income Management

TASK #E12: List the types of checking accounts

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: What type of checking account do you or your parents or guardians have? What things were looked for when opening the account? Submit a written report.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Income Management

TASK #E13: Demonstrate how to endorse a check correctly

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Interview your training sponsor and determine the proper way to endorse a check for the business. Submit a written report of your findings.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Income Management

TASK #E13: Demonstrate how to endorse a check correctly

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Draw two facsimiles of your next paycheck and properly endorse one for deposit and one to receive the cash. Submit the facsimiles of your check for evaluation.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Income Management

TASK #E13: Demonstrate how to endorse a check correctly

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Make a copy of five cancelled checks and evaluate the endorsement. How was it done? Were all five done in the same way? Were they all correct? Submit a written report.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Income Management

TASK #E14: Fill out a deposit slip correctly

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Interview your training sponsor and determine the proper business procedure for filling out the daily deposit slip. Submit a written report.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Income Management

TASK #E14: Fill out a deposit slip correctly

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

Due Date

Authorized Signature

APPLICATION EXPERIENCE: Make a copy of five returned deposit slips and evaluate them with your training sponsor for errors. Submit a written report.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Income Management

TASK #E14: Fill out a deposit slip correctly

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Make a copy of your next personal deposit slip and evaluate it with your training sponsor for errors. Submit a written report.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Income Management

TASK #E15: Write a check in proper form and make appropriate records in the cash register

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________________________ Authorized Signature

APPLICATION EXPERIENCE: Interview your training sponsor concerning the check accepting policy for your training station. What must be included on the check? How should it be written? What identification is necessary? What should you do with a check as far as the transaction is concerned? Submit a written report.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Income Management

TASK #E15: Write a check in proper form and make appropriate records in the cash register

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Make a copy of any five cancelled checks. Evaluate each check to see that it is properly dated, written and figure amounts agree, the check is signed and there are no blank spaces left on the check. Submit a written report.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Income Management

TASK #E15: Write a check in proper form and make appropriate records in the cash register

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Make five copies of a blank check and write them as though you were writing them for your training station. Use five different dollar amounts. Evaluate these with your training sponsor for errors. Submit a written report.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Income Management

TASK #E16: Name the major advantage and disadvantage of using credit

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

_______________ Due Date

_______________ Authorized Signature

APPLICATION EXPERIENCE: Think of an item which costs between $200 and $500. Shop three different stores and discover their credit terms for that item. How much does the actual item cost? How much is the interest? How long do you have before paying interest? Which store offers the best buy? Submit a written report.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Income Management

TASK #E16: Name the major advantage and disadvantage of using credit

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________________________ Authorized Signature

APPLICATION EXPERIENCE: Interview your training sponsor concerning credit. Does your training station offer credit? Why or why not? What are the advantages to the business? What are the disadvantages? Submit a written report.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Income Management

TASK #E16: Name the major advantage and disadvantage of using credit

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

______________________ Due Date

________________________________ Authorized Signature

APPLICATION EXPERIENCE: Speak with your parents or guardians about the credit they use. Do they use it? What do they look for when using credit? What advantages and disadvantages do they see in using credit? Submit a written report.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Income Management

TASK #E17: Calculate the amount of credit advisable for an individual

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________________________ Authorized Signature

APPLICATION EXPERIENCE: Speak with your parents or guardians concerning how much credit they are allowed at the present time. Is it enough for them? Would they like more? Why or why not? Submit a written report.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Income Management

TASK #E17: Calculate the amount of credit advisable for an individual

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

________________________________ Authorized Signature

APPLICATION EXPERIENCE: Go to any business that offers credit. Determine what their policies are for giving credit. How much credit do they offer to first time customers? Returning customers? Submit a written report.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Income Management

TASK #E17: Calculate the amount of credit advisable for an individual

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Obtain any credit card application, fill it out, and submit it for review. After receiving notice of acceptance or rejection submit a written report as to why you think the company made their decision. Why were you rejected? What credit limit did you get? Why?

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Income Management

TASK #E18: Name the types of credit

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____
Due Date

____
Authorized Signature

APPLICATION EXPERIENCE: Make a list of all the credit cards your parents or guardians have. Do they use all of them? Are they happy with the terms of the credit cards? Are there credit cards they don't have that they want? Submit a written report.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Income Management

TASK #E18: Name the types of credit

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Find a local business which offers charge accounts or installment plans. To whom do they offer these types of credit? What are the terms? Are they happy with this system? Why or why not? Submit a written report.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Income Management

TASK #E18: Name the types of credit

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

______________________________ Authorized Signature

APPLICATION EXPERIENCE: Interview a loan officer at a bank or credit institution. What information do they look for before offering credit? What helps them make the final decision as to whether they give the credit or not? Submit a written report.

NAME____________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Income Management

TASK #E19: Cite the reasons for receiving a poor credit rating

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____
Due Date

____
Authorized Signature

APPLICATION EXPERIENCE: Go to the local credit bureau and discover how they rate each person. If you get a bad credit rating, how long will it take to change it to good on the records? Submit a written report.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Income Management

TASK #E19: Cite the reasons for receiving a poor credit rating

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

______________________ Due Date

________________________________ Authorized Signature

APPLICATION EXPERIENCE: Ask your training sponsor if the training station belongs to a credit bureau. Why or why not? How often do they report credit to them? Submit a written report.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Income Management

TASK #E19: Cite the reasons for receiving a poor credit rating

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________________________ Authorized Signature

APPLICATION EXPERIENCE: Interview your training sponsor concerning the training station's credit rating. Have they ever had any problems with the system? How long did it take to clear up the problem? Do they think it's a good system? Submit a written report.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Income Management

TASK #E20: Name the items included in most credit contracts

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____
Due Date

____
Authorized Signature

APPLICATION EXPERIENCE: Obtain a credit contract from any business or institution. Fill it out as if you were the person applying for credit. Do you think you would qualify? Why or why not? Submit a written report.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Income Management

TASK #E20: Name the items included in most credit contracts

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Interview your training sponsor concerning credit contracts. What are the most important items to look for when extending credit? Submit a written report.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Income Management

TASK #E20: Name the items included in most credit contracts

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

______________________________ Authorized Signature

APPLICATION EXPERIENCE: Interview someone in a credit department. What do they look for when making a credit decision? Do they make many exceptions? Why or why not? Submit a written report.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Income Management

TASK #E21: Identify the types of interest

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Interview a bank or credit institution and discover how they calculate interest on a car loan. Submit a written report.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Income Management

TASK #E21: Identify the types of interest

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Interview a bank or credit institution and discover how the interest is collected for a student loan. Submit a written report.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Income Management

TASK #E21: Identify the types of interest

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Review the local newspaper and look for interest advertisements for banks and credit institutions. How do they compare? Submit a written report with copies of the advertisements.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Income Management

TASK #E22: Calculate the actual dollar cost of credit

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Choose a car that you would like to buy and calculate how much interest you would pay if you put $1,000 down payment and paid off the car in 36 months, 48 months, and 60 months. What is the difference in interest? Which way would you choose? Submit a written report.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Income Management

TASK #E22: Calculate the actual dollar cost of credit

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Choose an appliance such as a washer, dryer, T.V., or VCR. Price the item at a store which allows you to make monthly payments. Figure the actual cost of the interest charged for the privilege of making monthly payments. Submit a written report.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Income Management

TASK #E22: Calculate the actual dollar cost of credit

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________________________ Authorized Signature

APPLICATION EXPERIENCE: Interview your training sponsor concerning the use of credit. Does your training station offer credit? Why or why not? Do they use their own form of credit or offer it through another institution? What affects the interest rate charged? Do you think the policy is a good one? Submit a written report.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Insurance

TASK #F01: Cite the reasons why people buy insurance

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Speak with your parents or guardians about the different types of insurance they carry. Compile a written report consisting of the types of insurance they carry, the companies through which they are insured, who all in the family is covered under their policies, and what, if any, insurance benefits are provided through their employers.

NAME________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Insurance

TASK #F01: Cite the reasons why people buy insurance

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Interview your training sponsor as to the types of insurance carried by the training station. Do they provide any benefits for their employees? Submit a written report.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Insurance

TASK #F01: Cite the reasons why people buy insurance

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Put yourself in the position of being 23 years old, living in an apartment which you furnished yourself, and owning your own car. What types of life, health, home, and auto insurance would you carry and why? Submit a written report.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Insurance

TASK #F02: Name the areas that hold the greatest potential for financial trouble in the event of loss

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________________________ Authorized Signature

APPLICATION EXPERIENCE: Make a list of your personal property and come up with an estimated value of your belongings. Do you have these items insured? Submit a written summary.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Insurance

TASK #F02: Name the areas that hold the greatest potential for financial trouble in the event of loss

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

______________________ Due Date

________________________________ Authorized Signature

APPLICATION EXPERIENCE: Make a list of items in your home that would not be replaceable in the event of theft or fire. Is there any way to protect these items? How? Submit a written summary.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Insurance

TASK #F02: Name the areas that hold the greatest potential for financial trouble in the event of loss

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

_____________________ Due Date

_____________________ Authorized Signature

APPLICATION EXPERIENCE: Make a list of ways you can help protect yourself from being a victim of fire, burglary, or an accident. Explain costs and procedures of each in a written report.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Insurance

TASK #F03: Name the type of automobile insurance that is the most important for car owners to have

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Speak with your parents or guardians about the type of insurance they have on your family automobiles. Submit a written report.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Insurance

TASK #F03: Name the type of automobile insurance that is the most important for car owners to have

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Choose the dream-car of your choice. Research the different types of insurance you can get for your new car. Submit a written report including the prices of the different types of coverage.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Insurance

TASK #F03: Name the type of automobile insurance that is the most important for car owners to have

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ ________________________________
Due Date Authorized Signature

APPLICATION EXPERIENCE: Interview the manager at a place of business that offers delivery service. Discover what types of auto coverage are required by law and what type the business actually carries. Submit a written summary.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Insurance

TASK #F04: State the advantages of group health insurance plans

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________________________ Authorized Signature

APPLICATION EXPERIENCE: Speak with your parents about your health insurance coverage. What is your deductible? What happens in the case of an emergency? Until what age are you covered? Must you be a full-time student to get the benefits? Is the insurance through your their workplace? Submit a written report.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Insurance

TASK #F04: State the advantages of group health insurance plans

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Interview your training sponsor concerning the health benefits offered to employees. Are there any? If so, what are they? What are the costs to the employee? If there are no health benefits, why? Submit a written report.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Insurance

TASK #F04: State the advantages of group health insurance plans

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ ____________________________________
Due Date Authorized Signature

APPLICATION EXPERIENCE: Submit a written report comparing and contrasting the advantages and disadvantages of a comprehensive health program and a health maintenance organization.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Insurance

TASK #F05: Cite major decisions to be made in buying a health insurance policy

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

______________________ Due Date

________________________________ Authorized Signature

APPLICATION EXPERIENCE: Submit a written report comparing and contrasting hospital surgical, medical, major medical, and disability insurances. Does your training station offer any of these benefits? Which ones?

NAME____________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Insurance

TASK #F05: Cite major decisions to be made in buying a health insurance policy

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Interview someone that sells health insurance. Find out the different policies and programs offered. Submit a written report.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Insurance

TASK #F05: Cite major decisions to be made in buying a health insurance policy

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________________________ Authorized Signature

APPLICATION EXPERIENCE: Interview a relative outside your immediate family. Discover their health insurance needs and coverage. Do you feel they have a policy to accurately cover their needs? Submit a written report.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Job Application and Interview

TASK #G01: List the sources for job leads

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Read through the classified ads and come up with five job listings for which you qualify. List the ad and why you feel you have the qualifications for the position. Submit a written report.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Job Application and Interview

TASK #G01: List the sources for job leads

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: From the local classified ads find an example of each of the following: 1) a straight listing help wanted ad; 2) a blind help wanted ad; 3) a situation wanted ad. Explain each type in a written report.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Job Application and Interview

TASK #G01: List the sources for job leads

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Interview your training sponsor and discover the ways in which he/she seeks new employees when help is needed. Submit a written report.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Job Application and Interview

TASK #G02: Complete an application form, letter of application, and personal data sheet

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Obtain an employment application from your training station. Fill it out to the best of your ability and submit it for critiquing to your training sponsor.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Job Application and Interview

TASK #G02: Complete an application form, letter of application, and personal data sheet

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________________________ Authorized Signature

APPLICATION EXPERIENCE: Prepare a letter of application for a position you would like to hold. Submit your type-written letter for evaluation to your training sponsor.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Job Application and Interview

TASK #G02: Complete an application form, letter of application, and personal data sheet

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ ____________________________________
Due Date Authorized Signature

APPLICATION EXPERIENCE: Prepare a personal data sheet. Submit your typewritten data sheet for evaluation to your training sponsor.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Job Application and Interview

TASK #G03: Describe what a person should do to prepare for a job interview

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

______________________________ Authorized Signature

APPLICATION EXPERIENCE: Speak with your training sponsor about the things he/she looks for when interviewing a prospective employee. What are the positive and negative characteristics he/she look for? Submit a written report.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Job Application and Interview

TASK #G03: Describe what a person should do to prepare for a job interview

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Choose a company for which you would like to work. Learn all you can about that company. What products or services does the company offer? How many people work for the company? Submit a written report.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Job Application and Interview

TASK #G03: Describe what a person should do to prepare for a job interview

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________________________ Authorized Signature

APPLICATION EXPERIENCE: Submit a written report on the importance of appearance when going to a job interview within your occupational area. You may want to interview your training sponsor to discuss the following questions. Is the first impression important? Why or why not? Is it okay to smoke? What types of hairstyles are most acceptable? Is perfume or cologne a good idea? How much jewelry is acceptable? What type of clothes should you wear? Are your shoes and socks important to worry about?

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Job Application and Interview

TASK #G04: Describe the points to remember about an applicants conduct during a job interview

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Explain why first impressions are important. What steps can you take to do well in this area? What do you look for when you first meet someone? What turns you off? Submit a written report.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Job Application and Interview

TASK #G04: Describe the points to remember about an applicants conduct during a job interview

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

______________________________ Authorized Signature

APPLICATION EXPERIENCE: What do you feel is proper conduct when starting out an interview? Is it proper to walk in, shake your interviewer's hand, and have a seat? Is it okay to smoke? Where do you place any possessions you may have with you? Submit a written report.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Job Application and Interview

TASK #G04: Describe the points to remember about an applicants conduct during a job interview

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Interview your training sponsor and discover what conduct he/she expects from a person he/she is interviewing. What are the good and bad characteristics he/she often sees? Submit a written report.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Job Application and Interview

TASK #G05: Answer typical interview questions

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________________________ Authorized Signature

APPLICATION EXPERIENCE: Ask your training sponsor what questions he/she feels are most important when interviewing. What answers does he/she look for to those questions? Submit a written report.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Job Application and Interview

TASK #G05: Answer typical interview questions

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Choose eight to ten questions from the list of Common Interview Questions found in _Succeeding in the World of Work_. Prepare your best answers and turn in a written report. What do you think an interviewer would like about your answer?

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Job Application and Interview

TASK #G05: Answer typical interview questions

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________________________ Authorized Signature

APPLICATION EXPERIENCE: Find an article on the job interview. Prepare a written summary of the article with a bibliography. Be prepared to give an oral report to the class.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Leadership Development

TASK #H01: List the positive characteristics of leaders

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

________________________ Due Date

________________________ Authorized Signature

APPLICATION EXPERIENCE: Select a person whom you consider a leader in your field of employment and list the qualities they possess that enabled them to become a leader. Submit a written report and be prepared to give an oral presentation on your findings.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Leadership Development

TASK #H01: List the positive characteristics of leaders

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________________________ Authorized Signature

APPLICATION EXPERIENCE: Interview your training sponsor and discover the characteristics he/she looks for in an employee when deciding whom to place in a leadership role. Submit a written report.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Leadership Development

TASK #H01: List the positive characteristics of leaders

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Think of the qualities of a person you feel was a poor leader. What characteristics made you think this person was a poor leader? Submit a written report.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Leadership Development

TASK #H02: Describe ways to develop leadership skills

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

_____________________ Due Date

_____________________ Authorized Signature

APPLICATION EXPERIENCE: Compile a list of the activities in your vocational student organization which would allow you to develop your leadership skills. Submit a written report.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Leadership Development

TASK #H02: Describe ways to develop leadership skills

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Attend a meeting of your vocational student organization. Note the leadership characteristics of the officers. Compile a written report.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Leadership Development

TASK #H02: Describe ways to develop leadership skills

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Make a list of characteristics you feel are important for leaders to possess. Choose two to three of these in which you could use improvement. How would you go about doing this? Submit a written report.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Legal Responsibilities

TASK #I01: State the major types of laws

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Make a list of seven to ten situations and determine whether the laws involved in these legal situations are public or private laws. Submit a written report.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Legal Responsibilities

TASK #I01: State the major types of laws

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Interview your training sponsor concerning legal advice. Is there a company lawyer? Has the company ever had to use him/her? What were the circumstances of one of the situations in which a lawyer was used? Has the company ever been sued? Has the company ever sued anyone? Submit a written report.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Legal Responsibilities

TASK #I01: State the major types of laws

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

______________________________ Authorized Signature

APPLICATION EXPERIENCE: Interview your parents or guardians about their lawyer. For what have they used their lawyer? What types of fees are charged? Have they ever been involved in a court case? Were they happy with the judicial system? Submit a written report.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Legal Responsibilities

TASK #I02: List the elements necessary to make a contract binding

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Obtain a copy of a contract from your training sponsor. Compile a written report in which you point out and explain the five elements necessary for a contract to be legal and binding.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Legal Responsibilities

TASK #702: List the elements necessary to make a contract binding

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Draw up your own contract. It can be for any legal activity you choose. List and point out the five elements necessary to make the contract legal and binding. Submit a written report.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Legal Responsibilities

TASK #I02: List the elements necessary to make a contract binding

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

_____________________ Due Date

________________________________ Authorized Signature

APPLICATION EXPERIENCE: Make a contract omitting one of the five elements necessary to make it legal and binding. Be prepared to read this contract to the class so they can identify the missing element. Be prepared to give an oral explanation.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Legal Responsibilities

TASK #I03: Name the categories of crimes

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________________________ Authorized Signature

APPLICATION EXPERIENCE: Interview your training sponsor concerning crimes affecting your training station. What is the most common crime? Why do you think this is so? Can you think of any measures which can be taken to prevent this? Is this crime a felony or misdemeanor? Is it a corporate crime? Submit a written report.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Legal Responsibilities

TASK #I03: Name the categories of crimes

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________________________ Authorized Signature

APPLICATION EXPERIENCE: Find an article in a newspaper or periodical about a crime committed. Who was involved? Was the crime a felony or a misdemeanor? Has there been a sentencing yet? Do you think the punishment fit the crime? Submit a written report.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Legal Responsibilities

TASK #I03: Name the categories of crimes

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

_____________________ Due Date

_____________________ Authorized Signature

APPLICATION EXPERIENCE: Sit in on a local court session. What was the most common case? Did the judge use a standard penalty? Do you think the judge was fair? What did you learn from this experience? Submit a written report.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Private Enterprise Economics

TASK #J01: State the difference between private enterprise and other economic systems

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Research another country's economic system that is different from ours. Compare how your training station would operate with a similar business in that country. How are they alike and different? What do you think of it? Submit a written report.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Private Enterprise Economics

TASK #J01: State the difference between private enterprise and other economic systems

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Find an article concerning a country having severe economic problems. What are the problems? Do you see any solutions? What things are being done to solve the problems? Be prepared to give an oral presentation to the class.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Private Enterprise Economics

TASK #J01: State the difference between private enterprise and other economic systems

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Prepare a written report on a communistic economic system. Compare and contrast it to ours. Does it work for them? Do you think the people are happy with it? Are the people aware there are other systems?

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Private Enterprise Economics

TASK #J02: State the reason our economy is a mixed system rather that a true free enterprise system

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

________________ Due Date

________________ Authorized Signature

APPLICATION EXPERIENCE: Make a list of three to five ways in which our government controls and regulates different parts of the economy. What are they trying to control and why? Do you agree with it? Do these effect your training station? Submit a written report.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Private Enterprise Economics

TASK #J02: State the reason our economy is a mixed system rather that a true free enterprise system

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Interview your training sponsor and determine some of the major government controls and regulations the training station must abide by and their effect. Do they protect or hinder the training station? What do these regulations provide for you, the consumer? Submit a written report.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Private Enterprise Economics

TASK #J02: State the reason our economy is a mixed system rather that a true free enterprise system

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Interview one of your parents or guardians and discover if there are any government rules or regulations which affect them. Do they approve or disapprove of these? Why or why not? Are there any regulations they would like to do away with or add? Why? Submit a written report.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Private Enterprise Economics

TASK #J03: Describe how producers decide which goods and services, and how much of each to produce

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________________________ Authorized Signature

APPLICATION EXPERIENCE: Interview your training sponsor and discover how he/she determines consumer wants and needs. In what ways does he/she pay attention to customers? If nothing is done, why not? Do you have any suggestions for them? Submit a written report.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Private Enterprise Economics

TASK #J03: Describe how producers decide which goods and services, and how much of each to produce

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ ______________________________
Due Date Authorized Signature

APPLICATION EXPERIENCE: Everyone who works is a producer in some way. In what way are you a producer at your training station? What do you market? What are some things you can do to improve in this area? Submit a written report.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Private Enterprise Economics

TASK #J03: Describe how producers decide which goods and services, and how much of each to produce

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________________________ Authorized Signature

APPLICATION EXPERIENCE: Suppose you are an entrepreneur. What steps could you take to help ensure that your business will not go under after opening? How will you determine consumer needs and wants? How will you follow this up after opening? How can your employees help with this? Submit a written report.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Private Enterprise Economics

TASK #J04: List the factors that affect changes in prices

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________________________ Authorized Signature

APPLICATION EXPERIENCE: Choose three to five products or services you frequently use. Check with two to four businesses in the area and see what price they charge. Also, note if it was a discount store, a drug store, or any other variety. What do you think affects the price each of these stores charges? Is there a reason you buy at one store over another? Submit a written report.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Private Enterprise Economics

TASK #J04: List the factors that affect changes in prices

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Interview your training sponsor concerning prices. How are prices set at the training station? What affects these prices? What role does competition play? Does the season affect your pricing? Submit a written report.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Private Enterprise Economics

TASK #J04: List the factors that affect changes in prices

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Choose one unique product or service found in the area. (Example: pizza delivery, ice cream store, waterbed store) Compare the price of one item with three to five stores in the area offering the product. What do you think the reasons for the price differences are? Which store would you buy from and why? What role do you think the manager plays in the productivity of the business? Is that a factor of the pricing? What role do you think competition plays? Submit a written report.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Private Enterprise Economics

TASK #J05: Describe why the economy expands and contracts so frequently

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

______________________________ Authorized Signature

APPLICATION EXPERIENCE: Submit a written report in which you discuss some new technology at your training station. How has it affected our economy? What has it done as far as trade with other countries? Who do you think has benefitted most from this new technology?

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Private Enterprise Economics

TASK #J05: Describe why the economy expands and contracts so frequently

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

________________________________ Authorized Signature

APPLICATION EXPERIENCE: Interview your training sponsor concerning good and slow times with the training station. What is it that causes prosperity and what causes these slower times? Is it seasonal? Is it the general economy? Submit a written report.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Private Enterprise Economics

TASK #J05: Describe why the economy expands and contracts so frequently

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Choose any war from the 20th century. Trace what was going on in the economy before, during, and after. Why do you think the economy went the way it did? Do you think this was beneficial or not? How do you think this affected your training station? Submit a written report.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Private Enterprise Economics

TASK #J06: State the difference between an open shop and a closed shop

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________________________ Authorized Signature

APPLICATION EXPERIENCE: Interview your training sponsor concerning unions. Are there any unions to join in your line of work? Is it mandatory or optional? Does he/she belong to one? What is his/her opinion of unions? Submit a written report.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Private Enterprise Economics

TASK #J06: State the difference between an open shop and a closed shop

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____
Due Date

____
Authorized Signature

APPLICATION EXPERIENCE: Interview one of your parents or guardians concerning their place of employment. Is there any union that goes with their business? Are there any professional organizations that go with the business? Are any of these mandatory? Do either of your parents belong to a union or professional organization? Submit a written report.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Private Enterprise Economics

TASK #J06: State the difference between an open shop and a closed shop

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Research any union or professional organization that is related to your present occupational area. What do they have to offer? What are the dues? Is it something you would be interested in joining? What benefits and drawbacks do you see? Submit a written report.

NAME____________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Private Enterprise Economics

TASK #J07: Describe ways in which the government is involved in our economy

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ ______________________________
Due Date Authorized Signature

APPLICATION EXPERIENCE: Interview your training sponsor concerning fair employment. What is the minimum wage for employees? Are there any exceptions? Is there a minimum wage requirement? Are there laws stating how much or how late at night teenage employees can work? Are work permits required? Submit a written report.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Private Enterprise Economics

TASK #J07: Describe ways in which the government is involved in our economy

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

______________________ Due Date

______________________ Authorized Signature

APPLICATION EXPERIENCE: Interview your training sponsor concerning local inspection. How often is the training station inspected? What is the grading scale? What happens if you don't pass? Who does the inspection? Has the business ever not passed? What were the consequences? Submit a written report.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Private Enterprise Economics

TASK #J07: Describe ways in which the government is involved in our economy

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Research the breakup of AT&T in 1984. What was the cause of this? Do you agree with the action taken? Do you think it has affected our communications system? In what ways? Submit a written report.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Occupational Communications

TASK #K01: Identify the primary communication skills

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

______________________________ Authorized Signature

APPLICATION EXPERIENCE: How are the four communication skills, listening, speaking, reading, and writing used at your training station? In your line of work, which of these are most important and why? Do you see any problems with any of these at your training station? Can you suggest any ways for improvement? Submit a written report.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Occupational Communications

TASK #K01: Identify the primary communication skills

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________________________ Authorized Signature

APPLICATION EXPERIENCE: Cite any situation at your training station in which a listener did not give feedback and thus did not completely understand the message. What problems were caused by the misinformation? How could it have been solved? Explain the situation with a solution in a written report.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Occupational Communications

TASK #K01: Identify the primary communication skills

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

________________________________ Authorized Signature

APPLICATION EXPERIENCE: Interview a professional salesperson and determine the role communication plays in the job. What is most important? Is one form of communication used more than another? Submit a written report.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Occupational Communications

TASK #K02: Describe the difference between hearing and listening

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Think of the last time you listened to the news. Now think of an important topic that was reported. Describe in detail the situation. Now go back and look up the story in some periodical. How accurate was your version of the story? How well were you actually listening? Submit a written report.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Occupational Communications

TASK #K02: Describe the difference between hearing and listening

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

______________________________ Authorized Signature

APPLICATION EXPERIENCE: Try to remember the last time you talked with your training sponsor at work. What was the topic? Did you learn anything? Why do you think you did or did not remember the conversation? Submit a written report.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Occupational Communications

TASK #K02: Describe the difference between hearing and listening

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________________________ Authorized Signature

APPLICATION EXPERIENCE: Recall the last time you spoke with your training sponsor at work. What was the topic of conversation, work or pleasure? How well do you remember the situation? Do you think you listen more if its work or pleasure? Why? Submit a written report.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Occupational Communications

TASK #K03: List the strategies for listening that improve understanding

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________________________ Authorized Signature

APPLICATION EXPERIENCE: Describe an instruction or direction that you have followed incorrectly at your training station. How could you have improved your understanding and gotten the instructions correct? Submit a written report.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Occupational Communications

TASK #K03: List the strategies for listening that improve understanding

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________________________ Authorized Signature

APPLICATION EXPERIENCE: Interview your training sponsor concerning the method he/she feels is best for listening. Are directions given while others are around the area? Are instructions given in a private setting? Are oral instructions written down also? Is there a problem with understanding in general? Can you see any solutions? Submit a written report.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Occupational Communications

TASK #K03: List the strategies for listening that improve understanding

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________________________ Authorized Signature

APPLICATION EXPERIENCE: Listen to the five o'clock news. Two hours later try to write down everything you remember about the news. Then watch the ten o'clock news that night and see how much you actually remembered. What do you think affected your listening? What did you learn about listening for understanding? Submit a written report.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Occupational Communications

TASK #K04: Describe the advantages a written message may have over a spoken one

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

______________________________ Authorized Signature

APPLICATION EXPERIENCE: Consider the last message you wrote at your training station either to yourself or another person. What details, if any, did you include? Did the person understand the message? Could you have made the message more clear? How? Submit a written report.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Occupational Communications

TASK #K04: Describe the advantages a written message may have over a spoken one

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________________________ Authorized Signature

APPLICATION EXPERIENCE: Describe a written message that was given to you. How clear is the message? What details were included? Could anything have been added or eliminated to the message? Submit a written report.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Occupational Communications

TASK #K04: Describe the advantages a written message may have over a spoken one

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Take notice of an employee bulletin board at work. What types of messages are posted? Is there a way to be sure everyone sees messages? Submit a written report.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Occupational Mathematics

TASK #L01: Compute addition, subtraction, multiplication, and division problems

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________________________ Authorized Signature

APPLICATION EXPERIENCE: Keep track of your pay stubs and keep a running total of how much money you make. Keep a total of both gross and net pay, and totals of how much money is given to state and local taxes, and social security. Turn this in at the end of each month.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Occupational Mathematics

TASK #L01: Compute addition, subtraction, multiplication, and division problems

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Prepare a written report in which you explain the types of mathematical functions that are required at your training station.

NAME____________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Occupational Mathematics

TASK #L01: Compute addition, subtraction, multiplication, and division problems

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Choose one position at your training station which requires some mathematical competence. Is this learned on the job or is it a requirement to be hired? How is it taught? Which employees must know it? Submit a written report.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Occupational Mathematics

TASK #L02: Compute multiplication of decimal number problems

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: From your next payroll stub, figure what percentage of your gross pay goes to state tax, federal tax, and social security tax. Turn this in at the end of the month.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Occupational Mathematics

TASK #L02: Compute multiplication of decimal number problems

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________________________ Authorized Signature

APPLICATION EXPERIENCE: For a period of one month, keep track of how much time you spend at work. Figure what percentage of your time is spent at work. Turn this in a the end of the month.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Occupational Mathematics

TASK #L02: Compute multiplication of decimal number problems

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Keep track of how much time you spend on the telephone for a one-week period. Calculate what percentage of your time is spent on the telephone. Turn this in at the end of the week.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Occupational Safety

TASK #M01: Describe the main causes of accidents

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

______________________________ Authorized Signature

APPLICATION EXPERIENCE: Interview your training sponsor to determine the safety rules that employees are required to follow. Are these rules strictly enforced? Are they up-to-date? Do they need revision? Are there many accidents at work? What is the most common one? Submit a written report.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Occupational Safety

TASK #M01: Describe the main causes of accidents

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

______________________ Due Date

______________________________ Authorized Signature

APPLICATION EXPERIENCE: Compile a list of all the protective clothing and equipment provided at your training station. What are the uses for these items? Are other items needed? What? Submit a written report.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Occupational Safety

TASK #M01: Describe the main causes of accidents

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ ________________________________
Due Date Authorized Signature

APPLICATION EXPERIENCE: Locate the first aid kit at the training station and list the items kept on hand. Do you think anything is missing? What? What are the procedures if someone is injured on the job? Submit a written report.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Occupational Safety

TASK #M02: Cite the causes of fatigue

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Keep track of how much sleep you get for a one week period. Do you think this is too much or too little? Do you think this affects your schoolwork or employment? In what ways? Submit a written report.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Occupational Safety

TASK #M02: Cite the causes of fatigue

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________________________ Authorized Signature

APPLICATION EXPERIENCE: Interview some of your fellow employees and determine what their average number of sleeping hours are? Do you think this shows in their work? Why or why not?

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Occupational Safety

TASK #M02: Cite the causes of fatigue

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ ____________________________________
Due Date Authorized Signature

APPLICATION EXPERIENCE: Submit a written report on what affects you think fatique has on a person's work? Think of occupations such as a pilot, a truck driver, or a surgeon. Be sure to think of all jobs as a whole. What affects does fatigue have on your job and on you at work? Submit a written report.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Occupational Safety

TASK #M03: List the types of human error that cause accidents

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Interview your training sponsor concerning safety rules at the training station. Is there a list of guidelines or rules to be followed for employees' safety? If not, why? If there isn't one, develop a set of guidelines you feel would help prevent accidents. If there is one, evaluate it and give reasons why you would add or eliminate items. Submit a written report.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Occupational Safety

TASK #M03: List the types of human error that cause accidents

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Observe the attitudes of your co-workers for a one-week period. Do you think their behavior reflects on their attitude toward safety? Is there anything that can or should be done about the situation? Did you notice many positive attitudes? Why do you think this was so? Submit a written report.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Occupational Safety

TASK #M03: List the types of human error that cause accidents

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ ________________________________
Due Date Authorized Signature

APPLICATION EXPERIENCE: Find an article in a periodical concerning an accident or death which was due to human error within your occupational area. What was the error? How could it have been prevented? Submit a written report.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Occupational Safety

TASK #M04: Describe the ways in which safety hazards on the job can be reduced

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ ____________________
Due Date Authorized Signature

APPLICATION EXPERIENCE: Note all warning signs or precautions at your training station. Where are they posted? What are they warning? Should there be more? If there aren't any, why not? What could be posted? Submit a written report.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Occupational Safety

TASK #M04: Describe the ways in which safety hazards on the job can be reduced

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

______________________________ Authorized Signature

APPLICATION EXPERIENCE: Make a list of all the safety equipment used at your training station and whether it's provided by the employer or the employee. Head protection and safety glasses are examples. What are these items trying to prevent? Are they required or suggested? Submit a written report.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Occupational Safety

TASK #M04: Describe the ways in which safety hazards on the job can be reduced

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

______________________ Due Date

________________________________ Authorized Signature

APPLICATION EXPERIENCE: Interview your employer to determine if there has been any accidents in the past which could have been prevented with safer surroundings? Was the business held responsible for the accident? What were the consequences? If there has been no accident, what measures has the business taken to prevent such an occurrence? Submit a written report.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Occupational Safety

TASK #M05: Cite the agencies that work to prevent accidents

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Interview your training sponsor concerning safety laws. What safety standards must the training station meet by law? How are these checked? Have they ever been caught with a violation? What are the consequences of a violation? Submit a written report.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Occupational Safety

TASK #M05: Cite the agencies that work to prevent accidents

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

Due Date	Authorized Signature

APPLICATION EXPERIENCE: Research the Occupational Safety and Health Act (1970) and how it relates to your training station. For what does it provide? Do you think its standards are too high, low, or about right? Submit a written report.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Occupational Safety

TASK #M05: Cite the agencies that work to prevent accidents

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

______________________ Due Date

________________________________ Authorized Signature

APPLICATION EXPERIENCE: Research the Environmental Protection Agency and determine what it provides and how it relates to your training station. What are its powers? Do you think they are effective? Why or why not? Submit a written report.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Social Security

TASK #N01: Cite the groups of people who contribute to social security

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

Due Date ________________ Authorized Signature ________________________

APPLICATION EXPERIENCE: Research the Social Security Act of 1935. How does the system work? What benefits does it provide? Who pays into the system? Submit a written report.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Social Security

TASK #N01: Cite the groups of people who contribute to social security

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Interview your training sponsor and determine how F.I.C.A. is figured for your training station. What must be deducted from your pay? How much must your employer pay? Submit a written report.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Social Security

TASK #N01: Cite the groups of people who contribute to social security

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Interview a person receiving social security. For what reason are they receiving the benefits? Is it enough money for them to live on? How long did they pay into the system? Submit a written report.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Social Security

TASK #N02: List the factors that determine the amount of one's social security benefit

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________________________ Authorized Signature

APPLICATION EXPERIENCE: What are the requirements to receive social security benefits as a disabled worker? How long must you have worked? Are there age requirements? Submit a written report.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Social Security

TASK #N02: List the factors that determine the amount of one's social security benefit

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: What are survivor benefits? Who is included in these benefits? What are the guidelines for elgibility? Submit a written report.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Social Security

TASK #N02: List the factors that determine the amount of one's social security benefit

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: What are retirement benefits? What are the requirements for receiving full benefits? Does it provide all the necessary money for retirement? At what age can you begin collecting? Submit a written report.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Social Security

TASK #N03: Name the types of social security benefits

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Interview your training sponsor concerning social security benefits. What benefits will he/she be entitled to at retirement? Does he/she have another type of retirement planned? Does he/she think the system works? Submit a written report.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Social Security

TASK #N03: Name the types of social security benefits

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Interview a disabled worker receiving social security benefits. At what age did he/she begin collecting? How long has he/she been collecting? How long did he/she pay into the system? Submit a written report.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Social Security

TASK #N03: Name the types of social security benefits

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Interview someone receiving survivor benefits. What are the conditions for receiving the benefits? Are other relatives also receiving the benefits? Submit a written report.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Social Security

TASK #N04: Identify the social insurance programs for non-retired workers

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: What is medicare? What does it provide? Who qualifies? Submit a written report.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Social Security

TASK #N04: Identify the social insurance programs for non-retired workers

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: What does unemployment insurance have to do with social security? Who puts money into this fund? How do you collect on it? Who can collect? Submit a written report.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Social Security

TASK #NO4: Identify the social insurance programs for non-retired workers

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

______________________ Due Date

________________________________ Authorized Signature

APPLICATION EXPERIENCE: What is worker's compensation? Who administers the program? Who pays into the fund? Who can collect the benefits? Submit a written report.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Social Security

TASK #N05: List the uses for one's social security number

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

________________ Due Date

________________ Authorized Signature

APPLICATION EXPERIENCE: Interview your training sponsor and determine what uses he/she has for your social security number. Submit a written report.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Social Security

TASK #N05: List the uses for one's social security number

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

________________ Due Date

______________________________ Authorized Signature

APPLICATION EXPERIENCE: At what age did you receive a social security number? List all the uses you have had for it. Submit a written report.

NAME________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Social Security

TASK #N05: List the uses for one's social security number

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: What use does the IRS have for your social security number? The Social Security Administration? The military? The Federal Government? Submit a written report.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Tax Responsibilities

TASK #001: Cite the reasons governments need money

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Interview your training sponsor concerning taxes paid to the government. What taxes must the training station pay? What is the reasoning for each tax? Where does the money go? For what is the money used? Submit a written report.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Tax Responsibilities

TASK #001: Cite the reasons governments need money

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Submit a written report in which you make a list of all the government employees you can think of whose salaries are paid by your tax dollars.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Tax Responsibilities

TASK #001: Cite the reasons governments need money

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________________________ Authorized Signature

APPLICATION EXPERIENCE: Interview your training sponsor concerning government related projects. Does he/she give money, aside from taxes, for projects? Do they approve of the spending? Have they ever voted for or against a project? Which one and why? Submit a written report.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Tax Responsibilities

TASK #002: List the major services people receive in return for paying taxes

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Interview your training sponsor and ask him/her what benefits he/she feels he/she receives from his/her tax dollars? Does he/she feel his/her money is spent wisely for the most part? Why or why not? Submit a written report.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Tax Responsibilities

TASK #002: List the major services people receive in return for paying taxes

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

______________________________ Authorized Signature

APPLICATION EXPERIENCE: For one day, write down every service provided by the government, paid by your taxes, which you use. Do you think you receive benefits from your taxes? Why or why not? Submit a written report.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Tax Responsibilities

TASK #002: List the major services people receive in return for paying taxes

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: If the government decided that some service had to be eliminated due to insufficient tax revenues, which one would you suggest to be cut? Why? Submit a written report and be prepared to give an oral defense.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Tax Responsibilities

TASK #003: List the different kinds of taxes

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Interview one of your parents or guardians and determine all of the taxes they pay. Be sure to include taxes on property, communications, and sales. Submit a written report.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Tax Responsibilities

TASK #003: List the different kinds of taxes

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________________________ Authorized Signature

APPLICATION EXPERIENCE: Interview your training sponsor and determine what licenses the training station must have. What tax is paid for these licenses? How often must these be renewed? Submit a written report.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Tax Responsibilities

TASK #003: List the different kinds of taxes

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

Due Date ______________________

Authorized Signature ______________________

APPLICATION EXPERIENCE: Interview someone who has inherited something. What taxes did the federal and state taxes levy? Do you think this is fair? Submit a written report.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Tax Responsibilities

TASK #004: Cite the factors in determining whether or not a person should file a tax return

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

______________________________ Authorized Signature

APPLICATION EXPERIENCE: Interview your training sponsor and determine his/her responsibilities to his/her employees for making payroll deductions for federal, state, and local taxes. What does the law require? Submit a written report.

NAME________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Tax Responsibilities

TASK #004: Cite the factors in determining whether or not a person should file a tax return

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

________________ Due Date

________________ Authorized Signature

APPLICATION EXPERIENCE: Research the law for claiming yourself exempt from paying income tax. What are the requirements? Why would someone not want the taxes taken out as the year goes on? Submit a written report.

NAME________________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Tax Responsibilities

TASK #004: Cite the factors in determining whether or not a person should file a tax return

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Research the IRS's specific guidelines as to who must file a tax return. Submit a written report.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Tax responsibilities

TASK #005: State the deadline for filing income tax returns each year

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

______________________________ Authorized Signature

APPLICATION EXPERIENCE: Interview your training sponsor and determine his/her responsibilities to you concerning your income tax return. What is the deadline for the W-2 forms? What is included in these forms? Submit a written report.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Tax responsibilities

TASK #005: State the deadline for filing income tax returns each year

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ Due Date

____________________ Authorized Signature

APPLICATION EXPERIENCE: Obtain your W-2 form from your training sponsor and a 1040EZ Income Tax return form. Fill this out and submit for evaluation before mailing to the IRS.

NAME______________________________

INSTRUCTIONAL MANAGEMENT PLAN
FOR
COOPERATIVE INDUSTRIAL EDUCATION

UNIT: Tax responsibilities

TASK #005: State the deadline for filing income tax returns each year

RATING: Acceptable ☐ Marginal ☐ Unacceptable ☐

____________________ ______________________________
Due Date Authorized Signature

APPLICATION EXPERIENCE: Research the conditions for filing an income tax return after the deadline without a penalty. Can anyone do this? How do you get approved for this? When do you have to let the government know you need more time? Submit a written report.